

TOIYABE INDIAN HEALTH PROJECT, INC.

POSITION DESCRIPTION

POSITION: Public Health Nurse/Public Health Director

SALARY RANGE: TSS 12

WORK STATION: Bishop

SUPERVISOR: Executive Director

SUPERVISES: Public Health Department

EXEMPT

POSITION SUMMARY: Be concerned with the health of the Indian community as well as individuals and family members with the emphasis on health promotion, illness prevention and health maintenance. The role of the PHN is multi-faceted and subject to standards of nursing at the professional level.

QUALIFICATIONS:

1. R.N. with PHN certificate from California.
2. Experience in direct supervision.
3. Ability to communicate and work with Indian patients in a clinical setting and in the home.
4. Valid CA drivers license and insurable with company insurance.
5. Must be CPR certified at all times.
6. Must be sensitive and possess an awareness and keen appreciation of Indian traditions, customs, and socioeconomic needs of the Indian community.
7. American Indian preference in accordance with Indian Preference Act (Title 25, U.S. Code, § 472 & 473).

DUTIES & RESPONSIBILITIES:

1. Will coordinate the activities of the Public Health Department to include direct supervision.
2. Assumes the overall responsibility for the organization, operation and quality assurance of outreach services.
3. Directs patient home-care needs under written protocol and policy in coordination with the medical providers.
4. Provide direction and consultation to Public Health staff, including conducting monthly staff meetings.
5. Advocates on behalf of patient and/or family as needed.
6. Maintains open lines of communication between staff, administration and other Toiyabe departments.
7. Responsible for orientation and training of new department staff.
8. Maintains schedule consistent with program needs and staffing patterns.

10. Collaborates with other TIHP services/departments to assess whether intervention is needed for promoting health program activities.
11. Evaluates staff per TIHP policies and procedures.
12. Responsible for completion of all forms and quality of client records of Public Health Department.
13. Maintain program objectives and updates on an annual basis with input from staff.
14. Assists in coordination of tracking systems for diabetics, perinatal, and immunization of children under the age of twenty-seven (27) months.
15. Assist with revisions and updates of the Department Policy and Procedure Manual based on assessments and identified needs in coordination with health program director.
16. Attend required staff meetings and participates on TIHP committees as time permits.
17. Provides direct and indirect patient-care services to clinic patients within the scope of license.
18. Responsible for QA/QI plan and activities on a regular basis to meet component requirements.
19. Provides program planning, development and implementation of grants related to outreach services and completing required reports in a timely manner.
20. Coordination of overall environmental health service, i.e. tribal water sampling, etc.
21. Other job related duties as assigned.