



PUEBLO OF JEMEZ  
JOB ANNOUNCEMENT  
2024-048  
HEALTH & HUMAN SERVICES  
INFECTION CONTROL/EMPLOYEE HEALTH  
NURSE/HOUSEKEEPING SUPERVISOR

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<b>Position Title:</b>	Infection Control/Employee Health Nurse/ Housekeeping Supervisor	<b>Pay Level:</b>	D.O.E.
<b>Position Open Date:</b>	7/17/2024 – Until Filled	<b>Classification:</b>	Exempt
<b>Position Status:</b>	Full-Time	<b>Location:</b>	Health & Human Services
<b>Supervisor:</b>	Clinical Operations Officer		

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**POSITION SUMMARY:**

Responsible for implementing, monitoring, and evaluating the Infection Control and Surveillance plan for Jemez Health & Human Services. Responsible for minimizing risk of transmission of pathogenic or infectious microorganism. Investigate, control and conduct surveillance activities to prevent the spread of infectious disease. Educate JHHS employees on the policies and procedures related to infection control. This individual will also be responsible for all functions of the employee health program and for providing and coordinating clinical employee health services at JHHS and for overseeing the housekeeping program.

This job description indicates, in general, the nature and levels of work, knowledge, skills, and other essential functions expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties required.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**EDUCATION & EXPERIENCE:**

Minimum 2 years' experience as an Infection Preventionist or related healthcare experience with knowledge of infectious diseases, epidemiology, or patient care practices, preferred.  
Completion of Infection Prevention training Certification within 30 days of employment.  
Bachelor's degree in nursing or other health-related field (biology, public health/community health, or medical technology).  
Master's degree in nursing, biology, community health/public health preferred.  
Certification in Infection Control from APIC.

## **REQUIRED CERTIFICATES, LICENSES TRAININGS, AND REGISTRATIONS:**

New Mexico Driver's License

Background Investigation

Certificate of Infection Prevention and Control (CIC) from Association of Professional in Infection Control and Epidemiology (APIC), preferred.

## **PHYSICAL DEMANDS & WORKING ENVIRONMENT:**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made enable individuals with disabilities to perform the essential functions.

Mobility to work remotely and occasionally in a typical office and clinical setting; agility and dexterity to use standard office and medical equipment; stamina to sit and stand for extended periods of time; strength and agility to lift and carry up to 20 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in over the telephone and in person.

Work is subject to exposure to bodily fluids and other biohazards.

## **ESSENTIAL FUNCTIONS:**

- Promote the Mission, Vision, and Values of the Organization.
- Develop, implement, and evaluate the organizational infection prevention program.
- Develop an annual surveillance plan based on the population(s) served, services provided, and analysis of surveillance data.
- Create educational goals, objectives, and strategies using learning principles and available educational tools and technology according to the Infection Control and Surveillance Plan. Assess and address learning needs of those served. Evaluate the effectiveness of educational programs and learner outcomes of JHHS staff.
- Chair the Infection Control Committee meetings. Work collaboratively with the Safety Officer.
- Utilize epidemiologic principles to conduct surveillance and investigations.
- Communicate infection prevention and control information and data to various committees and healthcare workers across the organization as assigned.
- Ensure the prevention of healthcare- associated infections in patients, injuries, and illness in healthcare personnel.
- Review existing policies and standard operating procedures. Identify gaps and outdated information.
- Comply with regulatory and mandatory reporting requirements at the local, state, and federal levels. Monitor compliance through observations, checklists, and other methods.
- Facilitate compliance with regulatory and accreditation standards.
- Stay current on infection prevention and control regulatory and accreditation standards.
- Ensure the infection prevention and control procedures meet CMS, county, and state, APIC and CDC regulations, standards, or guidelines.

- Utilize Performance improvement methodology as a means of enacting change.
- Ensure that patient/client needs and expectations are considered in the department of and continuous improvement of processes, products, and services.
- Monitor and analyze process and outcome measures to evaluate the effectiveness and sustainability.
- Act as a resource for the rest of the team or organization. Makes written and oral reports/recommendations to the Executive Leadership Team, as necessary/required, concerning infection prevention and surveillance plan.
- Maintain related permits, licenses, and other documents in accordance the JHHS policy, state, and/or federal regulations.
- Supports administration with employee health databases, maintains complete and accurate employee health records.
- Participates as an integral team member, collaborating with various departments and colleagues, including Safety Officer, Human Resources, Quality Officer, and others as needed to advocate for employee health and Safety.
- Coordinates and manages adherence to the employee health program. (Immunization, exposures, fit testing, etc.)
- Document and review all employee immunizations, declinations and ensure that OSHA requirements for Health Care Professionals (HCP) are in compliance of documenting TB tests, HEP B, and flu vaccinations.
- Coordinates the development and implementation of all employee health initiatives and programs.
- Ensure full compliance of all employees within the Pueblo of Jemez follow and adhere to the Exposure Control Plans.
- Ensure full compliance with the Pandemic Influenza Preparedness Plan 2020. Collaboratively work with the COO and the Safety Officer to ensure that all policies and phases are implemented timely and efficiently.
- Participate in meetings conducted by the JHHS Response Team and other meetings held to discuss these plans, policies, and procedures at the Pueblo of Jemez
- Oversee and supervise the JHHS Housekeeping program to ensure that all appropriate standards and protocols are maintained and followed in preventing the transmission of communicable and infections through aerosolize and blood borne pathogen transmission.
- Ensure housekeeping staff adhere to Guidelines for Environmental Infection Control in Health-Care Facilities and maintain proper use, storage and disposal of PPE, cleaning products and proper handling of bio-hazardous waste.
- Maintaining a high standard of cleanliness in all exam rooms, corridors, lounges and utility areas, and procedures to the infection control standards. Responding positively and quickly to exceptions and unexpected cleaning requirements. Consistently spot checking all the aforementioned areas.

## **REQUIRED KNOWLEDGE AND SKILLS:**

Knowledge of:

- Infection Control best practices, publications, etc. Has the ability to implement evidence-based practices and guidelines.
- Detail-oriented.
- Achievement-oriented. Has the ability to take on challenging tasks.
- High-stress tolerance. Has the ability to work under pressure.
- Team-oriented. Has the ability to be collaborative and cooperative.
- Record management principles and practices.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic, and cultural backgrounds, in person and over the telephone.
- Computer software utilized by the clinic and/or public health programs.

Skill in:

- Epidemiology and surveillance monitoring-report writing and/or data presentation.
- Program and project management and development of systems for tracking and monitoring.
- Situational Awareness in infection prevention and control.
- Collaboration and communication with staff, administrators, and other key stakeholders.
- Conflict management.
- Leadership skills. Use of principles of influence, leadership, and change management in an organization.
- Readily sharing knowledge and expertise.
- Bringing enthusiasm, creativity, and innovation to practice.
- Adhere to all compliance and confidential guidelines including HIPAA Compliance and Privacy Act.
- Providing customer services in the most cost effective and efficient manner.
- Preparing clear and concise reports, records of work and other written materials.
- Using software applications related to duties.
- Using tact, discretion, and prudence in dealing with customers.
- Using initiative and independent judgment within established procedural guidelines.
- Organizing, prioritizing, and coordinating work activities, coordinating multiple activities, and meeting critical deadlines.

**To apply for the position posted, please apply as follows**

**Send;**

**Pueblo of Jemez Job Application**

**To;**

**[humanresources@jemezpueblo.org](mailto:humanresources@jemezpueblo.org)**

**Or;**

**Pueblo of Jemez-Attention Human Resources Department**

**PO Box 100**

**Jemez Pueblo, NM 87024**