



PUEBLO OF JEMEZ  
JOB ANNOUNCEMENT  
2024-068  
JEMEZ HEALTH & HUMAN SERVICES  
PUBLIC HEALTH  
PUBLIC HEALTH NURSE SUPERVISOR

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<b>Position Title:</b>	Public Health Nurse Supervisor	<b>Pay Level:</b>	\$35.88-\$53.82
<b>Position Open Date:</b>	9/19/2024-Until Filled	<b>Classification:</b>	Non-Exempt
<b>Position Status:</b>	Full-Time	<b>Location:</b>	Public Health
<b>Supervisor:</b>	Public Health Program Manager		

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**POSITION SUMMARY:**

Responsible for planning and directing nursing duties or services in support of a population-based community healthcare model with the goals of promoting health and preventing disease and disability; utilizes the nursing process that includes the components of assessment, diagnosis, outcomes identification, planning, implementation, and evaluation; supervises the Community Health Workers/Representative staff and performs administrative duties with focus on primary and secondary levels of intervention.

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:**

Registered Nurse (RN) licensure, or equivalent education such as a Master of Public Health (MPH) or related degree, ideally complemented by a bachelor's degree in nursing or a Master's Degree in Population Health. A minimum of two (2) years of experience in community health or health administration, with a strong preference for candidates who also have two (2) years of supervisory experience.

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

New Mexico Driver's License  
Background Investigation  
Valid New Mexico Registered Nurse license  
CPR and First Aid certification

## **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 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:**

- Develops and interprets the goals and objectives including policies, procedures, and nursing standards for the Public Health Nursing program which includes oversight of certified Community Health Workers and Community Health Representatives.
- Assesses the health status of population using data, community resource identification, input from the population and other stakeholders, and professional judgment.
- Submits written reports on program activities and accomplishments and implements a culturally relevant community model of care via Public Health Nursing and Community Health Workers/Representatives Program.
- Monitors and health care and immunization rates of students attending the local schools within Jemez Pueblo.
- Plans, organizes, administers, coordinates, reviews, and evaluates the work of assigned staff.
- Makes effective recommendations regarding the selection of staff; provides for training and professional development of staff; administers discipline as required.
- Assists in developing and implementing goals, objectives, policies, procedures, and work standards; provides input into the budget and assists budget management for the program.
- Ensures proper scheduling of services and allocation of resources; evaluates program effectiveness and efficiency, ensures that such programs meet standards and regulatory requirements and professional standards; performs quality control of functions and staff.
- Provides advice and assistance to staff; investigated complaints and resolves problems regarding service delivery.

- Coordinates and manages primary and secondary interventions in the community as it relates to Public Health Nursing.
- Assumes authority to make changes within the nursing functional area and work assignments of staff within the employees' scope of practice or ability.
- Provides nursing services for a variety of conditions and to people of various ages.
- Analyzes assessment data to determine the population diagnoses or priorities.
- Develops a plan that identifies strategies, action plans, and alternatives to attain expected outcomes; implements the identified plan by partnering with others.
- Coordinates programs, services, and other activities in implementing the identified plan.
- Employs educational strategies to promote health, prevent disease, and ensure a safe environment for populations.
- Identifies, interprets, and implements public health laws regulations, and policies.
- Establishes partnerships while interacting with representatives of the population, organizations, and health and human services professionals.
- Collaborates with representatives of the population, organizations, and Jemez Health & Human Services professionals in providing for and promoting health of the population.
- Contributes to the overall quality of the unit's service provision by developing and coordinating work teams and by reviewing, recommending, and implementing improved policies and procedures.
- Represents the Pueblo with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

#### **REQUIRED KNOWLEDGE AND SKILLS:**

Knowledge of:

- Principles, practices, and policies related to Public Health & Community Health Nursing.
- Principles and practices of developing teams, motivating employees, and managing in a team environment.
- Theory, principles, practices, and methods of providing public health nursing care services at the level of a registered nurse.
- Techniques of medical assessment and evaluation of various age groups.
- Child growth and development.
- Applicable laws, codes, and regulations.
- Medical record keeping and the standard format for information on charts and other medical documentation.
- Safety principles, practices, and equipment related to the work.
- Routine infection control procedures and practices.
- Proper techniques for documentation of examination and treatment information.
- 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.
- Understanding of Social Determinant of Health analysis and Social-Ecological Frameworks.
- Understanding of hospital revenue cycle, coding, and third-party billing.

Skill in:

- Planning, organizing, supervising, and evaluating the work of others.
- Coordinating public health services and activities.
- Implementing diabetes standards of care.
- Training other in policies and procedures related to the work.
- Assisting in the development and implementation of goals, objectives, policies, procedures, and work standards.
- Developing effective work teams and motivating individuals to meet goals and objectives and provide customer services in the most cost-effective and efficient manner.
- Assessing the client's medical status and situations and taking or recommending appropriate action.
- Interpreting, applying, and explaining applicable laws, codes, and regulations.
- Maintaining confidentiality and adherence to the Privacy Act (HIPAA).
- Preparing accurate, clear, and concise medical documentation and records.
- Using software applications related to duties.
- Compiling and summarizing information and preparing periodic or special reports related to the nursing area and client population.
- Using tact, discretion, and prudence in dealing with customers.
- Using initiative and independent judgment within established procedural guidelines.
- Establishing and maintaining effective working relationships with a variety of individuals from various socio-economic, ethnic, and cultural backgrounds.
- Understanding levels of public health interventions, and health equity approaches to community care preferred.

**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**