

# COMMUNITY HEALTH REPRESENTATIVE REGISTERED NURSE

## Position Announcement (In-House/Tribal Member)

### JOB SUMMARY:

The Registered Nurse will be clinically competent while delivering care to Kaibab Paiute Tribal patients in the community. Utilizing the nursing process of assessment, planning, intervention, implementation, and evaluation, the RN will effectively interact with patients, significant others, and other health team members. The RN will maintain all standards of professional nursing at all times.

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<b>TITLE:</b>	CHR Nurse
<b>DEPARTMENT:</b>	Community Health Representative/Health Department
<b>SUPERVISOR:</b>	CHR Director
<b>OPENS:</b>	March 13, 2017
<b>CLOSES:</b>	March 20, 2017
<b>STATUS:</b>	Part-Time, 24 hours per week nursing duties/8 hour per week diabetes education (ends 12/31/17)/Benefits after 90 days
<b>SALARY:</b>	Range from \$29,952 to \$39,936

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### DUTIES & RESPONSIBILITIES:

- Provide services through case management on a consistent basis, including screening and ongoing assessment of patients:
  - Screen and assess patient
  - Obtain and record vital signs
  - Maintain immunization program for all tribal members and other federally recognized tribal members
- Document and prepare clear, concise reports; maintain accurate patient records on PCC (patient care component); complete documentation in a timely manner; write and submit monthly reports.
- Promotes the efficient and effective use of a variety of healthcare resources by focusing on the whole patient.
- Promote access to a seamless continuum of care, responsible for promoting best practices of the GPRA, SDPI and a systematic approach to diabetes care.
- Services provided include, but are not limited to:
  - Education regarding diabetes and hypertension prevention and management
  - Maternal and child health
  - Women's and men's health
  - Substance abuse and communicable disease control
- Assure that systems are in place with regards to safe guarding patients medical information in accordance with HIPPA regulations.
- Maintain a clean, neat, and safe environment for patient and staff.
- Work collaboratively with other members of the healthcare team in coordination of the patient's care.
- Answer phone calls and other inquires in a timely manner.
- Occasionally transport patient to doctors' appointments.
- All other duties as assigned.

### MINIMUM QUALIFICATIONS:

- Graduate of an accredited school of nursing
- Current and valid Nursing License/Compact States/current BCLS
- Five years' experience preferred
- Work well in a team setting, effective time management
- Have a positive work attitude
- Be ethical in all conduct, adhere to HIPPA regulation requirements
- Demonstrate necessary skills and knowledge to provide care for patients according to policy and procedure
- Demonstrate ability to handle emergency situations in a prompt, precise, and professional manner
- Must be able to lift at least 50 lbs., bend and lift, climb stairs, etc.
- Must pass a fingerprint and criminal background check
- Possess a valid driver's license with a good driving record and be insurable

**CONFIDENTIALITY:**

The employee will be required to sign a confidentiality agreement. Violation of this agreement can result in immediate dismissal.

**DRUG-FREE WORKPLACE POLICY:**

The Kaibab Paiute Tribe is committed to providing a drug-free workplace for its employees, volunteers and the community it serves. By Kaibab Paiute Tribe policy, this position requires pre-employment drug testing.

Employment applications are available online at [www.kaibabpaiute-nsn.gov](http://www.kaibabpaiute-nsn.gov) or at the Tribal Affairs Building located on 1 North Pipe Springs Road Fredonia, AZ 86022. Interested applicants must return completed applications for consideration. For more information, contact the Human Resource Director at (928) 643-7245. **Only completed applications will be accepted.** All applications must have a copy of the following to be considered: requested education requirement verifications, driver's license, 36 month driving record and two completed fingerprint cards (available at the Human Resource Office).

THE KAIBAB PAIUTE TRIBE IS AN EQUAL OPPORTUNITY EMPLOYER AND  
ADHERES TO THE INDIAN PREFERENCE ACT