

SAN CARLOS APACHE TRIBE

HUMAN RESOURCES DEPARTMENT

P.O. Box 0

San Carlos, Arizona 85550

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Terry Rambler
Tribal Chairman



Tao Etpison
Tribal Vice-Chairman

JOB VACANCY

VACANCY ANNOUNCEMENT NO.	OPENING DATE	CLOSING DATE
#24-144	September 03, 2024	September 16, 2024
POSITION TITLE AND DEPARTMENT	SALARY	
Community Health Nurse (2) Department of Health & Human Services	DOE	

APPLICATIONS ARE AVAILABLE AT THE TRIBAL HUMAN RESOURCES OFFICE
(Applications must be received in the Human Resources Office by close of business on the closing date)

CONDITIONS OF EMPLOYMENT:

- Two (2) Regular Full Time positions. (Exempt)
- Applicant must have a valid driver's license.
- Applicant must maintain professionalism and strict confidentiality in compliance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA).
- Applicant will be subject to and pass a Federal, State, County and Tribal Background Check. *Note: Applicants must meet this requirement by completing Item No. 15, on the Application for Employment.*
- Applicant **must** complete a "Child Care & Indian Child Care Worker Position" form to determine your suitability for tribal employment, to authorize a background investigation, and to certify the accuracy of all information in your application. Under P.L. 101-630 Indian Child Protection Act, anyone who answers in the affirmative will be found ineligible and unsuitable for employment with the San Carlos Apache Tribe. *If you make a false statement in any part of your application, you may not be hired or you may be terminated after you begin work.*
- In accordance with the San Carlos Apache Tribe Drug and Alcohol Policy, all potential employees will be tested for the presence of controlled substances as part of the pre-employment selection process. Applicants who fail to pass the drug test will be ineligible for employment and may not reapply for twelve (12) months thereafter. This policy has been adopted to provide drug-free work sites and to prohibit working while under the influence of alcohol.

DUTIES AND RESPONSIBILITIES:

As the Community Health Nurse (CHN) under the direct supervision of the Public Health Nurse (PHN) Manager, the Community Health Nurse will assess, diagnose needs and sets up a plan of action to meet these needs by providing health services to communities, families and individuals. Plans the Community Health Nursing program for assigned district and works with the San Carlos Apache Healthcare Corporation, IHS, State and County agencies, and other community organizations in planning health related activities. Participate in the development of comprehensive community health nursing plans related to such services as: Maternal and Child Health (MCH) which includes WIC, diabetes, chronic and communicable disease control, health care teaching and supervision, care finding, referral and follow up. Carry out community health plans by conducting home and community and school visits to provide patient care, treatment, counseling and instruction in preventive, curative and rehabilitative health matters, participate in health services such as special clinics and immunization and skin test programs and by coordinating patient care with medical and ancillary care resources. Develops services to meet unique health needs such as found in schools, Head Start centers, WIC, MCH, CHR, Diabetes Program and OAC and others as indicated. Plans, provides comprehensive nursing services to individuals, families, and communities in the areas of health promotion and illness prevention while safeguarding their integrity and recognizing their right to make their own decisions. Provides professional skilled nursing care to individuals and families in homes, schools and/or outreach clinics. This includes measures designed to prevent complications and to minimize

disabilities. Uses standing orders to assess, diagnose and treat minor illnesses. Provides primary care for acute and chronic health problems. Performs patient teaching with patients requiring special approaches. Assists them in understanding, accepting and adjusting to the implications and responsibilities of medical care, diagnosis and treatment. Plans and is responsible for training programs for tribal health workers. Participates with interdisciplinary teams in defining policies and developing the total health care program for patients. Work closely with the CHR and MCH programs (including WIC) and conduct prenatal classes for pregnant women and other interested members of the family and community. Serve as a resource person in program planning, providing in-service education and trainings (such as acting as preceptor for employees), conduct case conferences with other health care providers. Maintain weekly schedules and provide the PHN Supervisor with monthly reports based on activities planned/completed. Maintain daily documentation (charting) of client services in the IHS Electronic Health Records (EHR) and/or other appropriate Resource and Patient Management System (RPMS) packages and follows protocols for charting patient contacts, including legibility, (if using the PCC (Patient Care Component) forms), timeliness, coding, etc. Participate in weekly case management meetings with providers and staff involved in the health care of the San Carlos community for the purpose of providing integrated health care to clients. Maintain records and reports on patients, daily activities, program status, and other required information for use in program operation, quality assurance and other purposes. Maintain professional knowledge and proficiency in nursing through continuing education, staff meetings, workshops and serving on nursing committees. Perform other duties as assigned.

QUALIFICATION REQUIREMENTS:

Basic Requirements:

Successful completion of a course of study in an accredited two (2) year college that led to an AA/AAS degree in Nursing or closely related field.
NOTE: Applicant must submit a copy of all college transcripts and/or degree to meet positive education requirements.

Licensure: Applicant must be a licensed Registered Nurse, in any state. **NOTE: Applicants must submit a copy of a valid licensure/certification as required.**

Selected candidate must maintain an RN license from any state to retain employment, maintain professional knowledge and proficiency as an RN through peer review, continuing education, workshops, and serving on special committees, and participates in professional development to keep up-to-date on medical advances to assure standards of best practice are incorporated into the nursing Program.

If applicant is a Public Health or Community Health Nurse in Arizona, he or she must have completed their education program within past 5 years or practiced as an RN in his or her **category & specialty area** within the past 5 years, have current national certification in his or her **category & specialty**, or completed the required education and preceptor practice

If an RN from another state, candidate must have current national certification in his or her **category & specialty**, or completed the required education and practice as specified in that state.

In addition to meeting the basic requirements above, candidates must have had two (2) years of specialized experience.

Specialized experience is experience in community health nursing or a related field. **Examples of the type of experience that will be credited are shown above under "Duties and Responsibilities."**

EVALUATION METHOD AND RANKING FACTORS: Evaluation will be made of the extent to which experience, education, training, self-development, and/or awards demonstrate that basically qualified candidates possess the Ranking Factors-Knowledge, Skills and Abilities (KSA) described below.

1. Knowledge of a public or community health nurse in a health services environment.
2. Knowledge of nationally recognized standards of care in nursing.
3. Proficient in patient charting.
4. Ability to communicate effectively both orally and in writing with clients, staff and others.
5. Ability to plan, organize and prepare required reports.
6. Ability to work with a large degree of flexibility to perform necessary administrative duties.
7. Ability to maintain professionalism and a strict standard of confidentiality.

OTHER IMPORTANT INFORMATION:

- Persons who submit incomplete applications will be given credit only for the information they provide and may not, therefore, receive full credit for their veteran preference determination, Indian preference, education, training and/or experience.
- All material submitted for consideration under this announcement becomes the property of Human Resources Office and is subject to verification. Therefore, careful attention should be given to the information provided. Fraudulent statements or any form of misrepresentation in the application process could result in loss of consideration for this position and/or a determination of unsuitability for tribal employment.
- Additional or alternate selections may be made from the eligibility list within 30 days from the date the selection list was issued. The positions to be filled must have the same title and have the same qualification requirements. However, if there are no Indian preference candidates left on the certificate, the vacancy must be re-announced.

➤ INDIAN PREFERENCE: It is the goal of the San Carlos Apache Tribe to employ as many tribal members as possible in tribal positions. Therefore, all other qualifications being equal, tribal members will receive hiring preference over other Indian Preference eligible and non-Indian Preference eligible. Preference for employment will be granted to qualified individuals, in the following order:

1. Enrolled member of the San Carlos Apache Tribe with Veteran's Preference
2. Enrolled member of the San Carlos Apache Tribe
3. Native American spouse of an enrolled tribal member or Native American parent of enrolled tribal member
4. Other Native American
5. Non-Indian spouse or Non-Indian parent of enrolled tribal member
6. Non-Indian

It is also the goal of the San Carlos Apache Tribe to provide the best services possible to tribal members. In furthering the Tribe's efforts to insure retention of tribal members and to provide job opportunities to tribal members, non-tribal member employees upon hiring shall, as part of the hiring agreement, agree to provide training and development to tribal members to allow them to become qualified for jobs which non-tribal member employees hold. The Tribal Preference policy applies to hiring, placement, and promotion, transfer or lay off, treatment during employment, and selection for training.

➤ VETERANS PREFERENCE AND INDIAN PREFERENCE: Preference in filling vacancies may be given to honorably discharged veterans who are enrolled members of the San Carlos Apache Tribe.

➤ EQUAL EMPLOYMENT OPPORTUNITY: Except for Indian preference, consideration will be given without regard to any non-merit factor such as race, color, religion, sex, national origin, partisan politics, physical or mental handicap, marital status, age, membership or non-membership in any employee organization, or sexual orientation.

HUMAN RESOURCES OFFICE CLEARANCE:

/s/Christie Velasquez
Human Resources Assistant

September 03, 2024
Date