

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DOH15214458

DATE POSTED: 02/06/18

POSITION NO: 941749

CLOSING DATE: OUF

POSITION TITLE: Community Health Nurse Director

DEPARTMENT NAME / WORKSITE: Kayenta Public Health Nursing Program / Kayenta, AZ

WORK DAYS: Monday - Friday REGULAR FULL TIME:  GRADE/STEP: AJ69A-F

WORK HOURS: 8:00 AM - 5:00 PM PART TIME:  NO. OF HRS./WK.: \_\_\_\_\_ \$ \*\*\*\*DOE PER ANNUM

SEASONAL:  DURATION : \_\_\_\_\_ \$ \*\*\*\*DOE PER HOUR

TEMPORARY:

**DUTIES AND RESPONSIBILITIES:**

Plans, organizes, directs and evaluates the operation of the Community Health Nursing Program; develops program goals, objectives, policies, staffing levels and utilization; maintains liaison with Navajo Area Indian Health Service (NAIHS), Navajo Nation, federal, state, and local health boards, service unit directors, school administrators, chapters and other health providers and resources; provides preventive therapeutic and rehabilitation services in maternal and child health, chronic diseases, crippling and disabling conditions, and communicable and infectious diseases; visits homes, clinics and school health programs. Oversees the analysis and evaluation of statistical data; works with staff to identify community health needs and develops programs to provide services accordingly; sets standards for patient care and office operations; monitors quantity and quality of services provided; maintains up to date knowledge of public health and home health nursing by attending conferences and maintaining membership and participation in professional organizations; seeks grants to expand services; develops and administers program budget; monitors and provides technical assistance to program operations through consultation with staff. Supervises staff; reviews and evaluates work of assigned staff; provides advice, counsel or instruction to staff; recommends selection, promotion and termination of staff; conducts performance appraisals and needs of staff; ensures accuracy of public information material and activities for chapters, health board and schools; prepares required reports; develops, implements and maintains a documentation system; participates in meetings, trainings, seminars and conferences; provides nursing services as needed.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A Master's degree in Nursing, Public Health or Health Care Administration; and six (6) years management experience in a hospital or health service setting.

**Special Requirements:**

- Must possess current licensure as a Registered Professional Nurse (R.N.) in assigned state (Arizona, Utah or New Mexico) or current multi-state licensure in a nurse compact state; and a valid state driver's license. Within 90 days of employment incumbents who possess current multi-state licensure must obtain licensure in assigned state (Arizona, Utah or New Mexico); and obtain a Navajo Nation Vehicle Operator's Permit and Cardiopulmonary Resuscitation (CPR) certification.
- A favorable background investigation is required.

***(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)***

**Special Knowledge, Skills and Abilities:**

Knowledge of skilled nursing care principles, practices and procedures required for community health nursing care; knowledge of administration and organization of health care services; knowledge of Navajo Nation, federal, state and local regulatory requirement in maintaining certification for respective designated service areas; knowledge of research methods, data collection, public health nursing care legislation and policies to develop and promote special projects and analyze community health nursing services; knowledge of Public Law 93-638 rules and regulations and contracting process; knowledge of the Navajo culture and tradition; knowledge of supervisory methods and techniques; skill in exercising leadership and developing efficient rapport and working relationships with staff, general public, schools, community programs, Indian Health Services, tribal officials and others; skill in supervising and managing staff.

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.**