

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH15218729

DATE POSTED: 10/04/19

POSITION NO: 941749

CLOSING DATE: OUF

POSITION TITLE: COMMUNITY HEALTH NURSE DIRECTOR

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

WORK DAYS: Monday-Friday REGULAR FULL TIME: GRADE/STEP: BD69A-F

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

SENSITIVE SEASONAL: DURATION : _____ \$ DOE PER HOUR

NON-SENSITIVE TEMPORARY: (\$74,755.20 - \$86,632.00)

DUTIES AND RESPONSIBILITIES:

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

(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. Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.

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