

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH15214458

DATE POSTED: 10/05/17

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: AC69A-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.