

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH1524347

Date Posted: 11/21/11

POSITION NO: 941749

Closing Date: 12/06/11

CLASS CODE: 3790

POSITION TITLE: Community Health Nurse Director

DEPARTMENT NAME: Kayenta Public Health Nursing Program

DEPARTMENT NO: 152 WORKSITE LOCATION: Kayenta, AZ

WORKS DAYS/HOURS: POSITION TYPE: GRADE: S69A

Days: Monday-Friday

Permanent:

SALARY:

Hours: 8:00 - 5: 00 p.m.

Temporary:

Duration: _____ \$ 67,059.20 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 32.24 Per Hour

DUTIES AND RESPONSIBILITIES:

Under general direction of the Navajo Division of Health, Executive Director, the incumbent will be responsible for the administration and supervision of the Kayenta Public Health Nursing (KPHN) Program by planning and implementing goals, objectives and policies that will meet the health needs of the Navajo people.

Establishes and maintains effective working relationships with the Indian Health Services and other health resources in developing an effective process for health care delivery. Evaluates and provides plans on preventive therapeutic and rehabilitative services based on specific health needs. Monitors progression of work performance; plans and implements work objectives; performs the annual Employee Performance Appraisals; maintains performance results by coaching, counseling and disciplining employees.

Prepares the annual budget, staffing pattern and achieves financial objectives; monitors expenditure of accounts; initiates or recommends corrective actions; implements training plans. Develops health education materials and promotes good health practices at the local level and chapters. Maintains professional and technical knowledge by attending educational workshops, seminars and reviewing professional publications. Other duties will be assigned as needed. KPHN Program maintains a staff of 12, including 6 Public Nurses.

QUALIFICATION REQUIREMENTS:

EDUCATION AND EXPERIENCE

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.

License/ Certification Requirements:

Must possess current licensure as a Registered Professional Nurse (R.N.) in assigned state (AZ, UT, or NM); 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 (AZ, UT or NM); and obtain a Navajo Nation Vehicle Operator's Permit and Cardiopulmonary Resuscitation (CPR) certificate.

SPECIAL REQUIREMENTS:

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

VETERANS' PREFERENCE APPLIES

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

Revised: 1-15-99