



PO Box 649 FORT DEFIANCE, AZ 86504 PHONE: 928.729.8000 FAX: 928.729.8269 WEBSITE: WWW.FDIHB.ORG
 A FACILITY OF FORT DEFIANCE INDIAN HOSPITAL BOARD, INC.

PUBLIC HEALTH NURSE II

Position Description

Division:	Healthy Living and Outreach
Department:	Public Health Nursing
Job Code:	
Salary Range:	\$60,736.00 - \$75,920.00/annually
Hours/week:	40 hours/week
Type of Position:	Regular Full-time

Reports to (title):	Director of Public Health Nursing
Job Location:	Tséhootsooí Medical Center
Supervises:	Yes (Indirect)
Classification:	Exempt
Effective Date:	March 28, 2010
Revised Date:	June 9, 2017

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of the Fort Defiance Indian Hospital Board, Inc. (FDIHB) are expected to conform to the following:

- Uphold all principles of confidentiality and patient care to the fullest extent.
- Adhere to all professional and ethical behavior standards of the healthcare industry.
- Interact in an honest, trustworthy and dependable manner with patients, employees and vendors.
- Possess cultural awareness and sensitivity.
- Maintain a current insurable driver's license.

POSITION PURPOSE

This position serves as the fully qualified Public Health Nurse (PHN) in Tier II of the three-tier career ladder. This position assesses diagnoses and investigates, identifies outcomes, plans, implements, and evaluates a comprehensive public health nursing program for an assigned area and provides guidance and supervision to Public Health Nurse I. In collaboration with the Director of Public Health Nursing, the Public Health Nurse II can be consulted to provide suggestion in hiring or promotion of individuals.

ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

Under the guidance and mentorship of a level III PHN, the incumbent performs the following duties and responsibilities. These are divided into four major functional areas.

Community Intervention:

- Incumbent monitors health status to identify community health problems, and diagnoses and investigates health problems and health hazards. Further, the incumbent participates with interdisciplinary teams; works with tribal, State, County and Federal agencies in planning health related activities
- Conducts and participates in community assessment to develop a plan of action.
- Conduct epidemiological and community surveys, field investigations and research studies to appraise health needs exercising discretion and independent judgment.
- Conducts community analysis in partnership with community representatives, and in collaboration with other public health or health care professionals.
- Monitors community health status, evaluates health trends and risk factors of population groups.

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- Using valid and reliable methods and instruments for collecting qualitative and quantitative while collecting data in a systematic and organized manner, i.e., demographic, immunization, etc.
- Analyzes valid and reliable data sources to comparisons for assessment.
- Investigates health problems and hazards; such as communicable diseases and develops a recommended plan of action to address these issues.
- Consults, advises and collaborates with individuals, families, communities and local, state, and federal systems.
- Partners with community to attach importance to the data, and determine opportunities and needs.
- Helps to determine priorities for targeted interventions.
- Designs interventions to mobilize resources for action.
- Collaborates in the development and use of policies and plans that support individual, family, and community health efforts.

Public Health Education:

- Shares health information and collaborates with patients/families and other community resources.
- Provides health education to individuals, families and community groups in various settings, i.e., school, jail, community clinics (flu).
- Educates and coaches people to make appropriate and informed decisions about health issues.
- Ensures that current epidemiological processes are followed.
- Demonstrates complex reasoning abilities and critical thinking skills to be able to make connections between collected data and community and public health practice decisions.
- Build community capacity by engaging community members and partners in designing more effective, sustainable health-promoting programs.

Nursing Care:

- Professional Nursing Care to patients.
- Assesses patient needs.
- Conducts visits to homes, communities, schools and clinics to provide patient care, counseling, and instruction in preventative, curative and rehabilitative health matters.
- Develops plans of care.
- Consults with health care team members i.e., case management with health care providers.
- Administers the therapeutic measures as prescribed by the health team.
- Plan and provide comprehensive nursing services to individuals, families and communities; provide skilled nursing services to individuals and families in homes, schools and/or outreach clinics.
- Provide patient teaching and assist them in understanding, accepting and adjusting to the implications and responsibilities of medical care, diagnosis and treatment.
- Evaluates and reassesses patient needs.

Other Job Duties:

- Participates in continuous evaluation of program and services, and performance improvement.
- Develops Standard of Care.
- Evaluates outcomes of interventions to continually improve population based care.
- Uses literature based best practices.
- Assists in the mentorship, guidance and supervision of PHN I.
- Performs other duties as assigned.

MINIMUM MANDATORY QUALIFICATIONS

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| Experience | <ul style="list-style-type: none">• One (1) year experience as a professional Public Health Nurse in a Public Health Organization
<i>OR</i>• One (1) year experience as a Public Health Nurse I. |
| Education: | <ul style="list-style-type: none">• Bachelor's Degree in Nursing from an accredited nursing program.• Valid and unrestricted license in any U.S. State or Territory.• Must have (or obtain during orientation) unit specific certifications. |
| Mandatory Knowledge, Skills, Abilities and Other Qualifications: | <ul style="list-style-type: none">• Knowledge of professional nursing, public health nursing, and public health theories, principles; practices, and procedures required to provide nursing services in clinics, homes, schools, and community environment.• Knowledge of public health principles, including: population-based services, evidence-based services, prevention, and community assessment.• Knowledge of the principles of epidemiology and basic biostatistics.• Knowledge of the 10 essentials of Public Health.• Knowledge of regulatory agencies and documentation requirements.• Knowledge of availability and use of community resources utilized in public health nursing.• Knowledge of hospital policy and procedures relating to infection control and organizational improvement.• Knowledge of the pharmacology of various medications and their therapeutic and adverse reactions.• Knowledge of physical assessment, disease process and appropriate interventions. Knowledge of age-specific aspects of care.• Knowledge of proper practice and procedures in emergency situations including the implementation of life-saving procedures.• Knowledge of human behavior enabling incumbent to provide counseling, guidance, and health instruction in order to create and maintain a positive healing experience for both patients and their families.• Knowledge of the various cultural customs of different ethnic groups and the ability to incorporate and appreciate their effects on the delivery of health care.• Knowledge of current computer software applications, including: Word processing, spreadsheets, electronic documentation, and computerized health records.• Knowledge of performance improvement and evaluation processes.• Ability to accurately document clinical data. Ability to take medical histories, conducts physical examinations, and communicates results of laboratory tests.• Ability to develop a flexible, individualized management plan.• Ability to assess and treat minor illnesses such as colds, cuts, and contusions.• Ability to use analytic assessment skills to pursue health promotion and prevention in partnership with communities.• Ability to be independent in decision making utilizing critical thinking skills.• Ability to use evidence-based programs to develop sustainable programs and build community capacity for building and sustaining healthy communities.• Knowledge of and ability to treat chronic health problems such as hypertension and diabetes in |

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clinic or home environments.

- Ability to provide preventive care to healthy individuals including guidance in nutrition, common illnesses, child growth and development.
- Ability to provide health counseling to patients and families with a variety of health problems, for example, diabetes and tuberculosis.
- Ability to show critical thinking skills and complex reasoning abilities in making the connection between data, community and public health practice decisions.
- Ability to gain the cooperation of individuals and families, some of whom are suspicious and resistant.
- A record of satisfactory performance in all prior and current employment as evidenced by positive employment references from previous and current employers.

PREFERRED QUALIFICATIONS

- Two (2) years' experience as a Public Health Nurse in a Public Health Organization.
- Bilingual skills in English and the Navajo language.

WORK ENVIRONMENT

Work environment: The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Limited overnight travel may be required from time to time.

Physical demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk and hear. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with patients, vendors and staff.

Mental demands: There are a number of deadlines associated with this position. The employee must also multi-task and interact with a wider variety of people on various and, at times, complicated issues.

NAVAJO/INDIAN PREFERENCE

FDIHB, Inc. is located within the Navajo Nation and, in accordance with Navajo Nation law, has implemented a Navajo/Indian Preference in Employment Policy. Pursuant to this Policy, applicants who meet the minimum qualifications for this position and who are enrolled members of the Navajo Nation will be given primary preference in hiring and employment for this position and members of other federally-recognized Indian tribes will be given secondary preference. Other candidates will be considered only after all candidates entitled to primary or secondary preference have been fully considered.

OTHER

All employees must uphold all principles of confidentiality and patient care to the fullest extent. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination.

Disclaimer: The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.

PUBLIC HEALTH NURSE II

Position Description

REVIEWED BY	Jamie Whitehorse	TITLE	HR Information Systems Administrator
APPROVED BY		TITLE	
DATE POSTED		DATE HIRED	

ACKNOWLEDGMENT

I have reviewed the content of the **PUBLIC HEALTH NURSE II** position description and have been provided a copy of the description. I certify that I am able to perform the essential functions of this position as outlined in this description, with or without reasonable accommodation.

Describe any accommodations required to perform these functions:

Employee (printed name)

Employee (signature)

Date