

**PUEBLO OF LAGUNA
JOB ANNOUNCEMENT NO. 2023-15**

OPEN TO IN-HOUSE & EXTERNAL APPLICANTS

POSITION:	Licensed Practical Nurse
OPENING DATE:	February 20, 2023
CLOSING DATE:	Open until filled
DEPARTMENT:	Community Health & Wellness
SALARY RANGE:	NE 15; \$46,624 - \$69,936

Position Summary:

Under general direction of the Public Health Nurse, and in consultation with other medical service providers, assesses patient health status; plans, implements and administers care to the Pueblo community. Assesses and treats a diverse patient population, performs complex coordination activities for patient care and services delivery. Consistently applies the Pueblo's Core Values in support of Workforce Excellence. Maintains confidentiality of all privileged information.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:

- Provides nursing care services as directed by a registered nurse, nurse practitioner, dentist, or physician.
- Adheres to the Scope of Practice as determined by the New Mexico Board of Nursing and the Nurse Practice Act.
- Works as part of the health care delivery team in the community or clinical setting
- Follows established Standards of Care and implements appropriately defined services.
- Administers injections and medications as prescribed by doctor; monitors catheters, and other home medical equipment per medical orders.
- Takes vital signs, triages individuals for health problems or symptoms. Provides appropriate levels of care within scope of responsibility.
- Conducts assessment, diagnosis, planning, intervention, evaluation, and referrals for appropriate patient services.
- Based on a case management approach, coordinates care with other providers to meet the health and health related needs of patient/clients.
- Evaluates patient's home environment for health and safety needs and problems.
- Provides one-to-one or group health education classes, motivational interviewing on disease management, public health issues, and in individual self-care.
- Provides training on self-care to recovering patients; provides training to those caring for family members with long-term illnesses.
- Assists with Emergency Management, public health drills, and actual emergencies and disasters.
- Provides direct student and adult health services at school-based health center sites in accordance with standard operations, protocols, and MOUs.
- Assists with health promotion classes designed to encourage the adoption of healthy lifestyles.
- Provides in-service training to staff in the appropriate use of educational materials and audio-visual equipment.
- Assesses and tracks patient care activity; charts in compliance with nursing process, and documents patient care in Problem Oriented Medical Record (POMR) format.
- Complies with Indian Health Service, Pueblo of Laguna, and other reporting requirements.
- Participates in staff and committee meetings, in-service education programs, and quality improvement studies/activities.
- Maintains a safe working environment and reports non-functioning equipment.
- Adheres to all personal safety requirements, OSHA regulations and tribal safety requirements.
- Ensures the confidentiality of client information in accordance with HIPPA and other relevant privacy protection laws and regulations.
- Participates in a rotational 24 hour on-call schedule.
- Maintains LPN credentials throughout employment; enhances professional and technical knowledge by attending relevant training and workshops.

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- Acquires required immunizations within 60 days of employment; stays current with immunizations throughout employment.
- Performs other duties as required.
- Contributes to a team effort to accomplish tasks and achieve results.
- Co- Manages the community-based immunization/vaccination program and manages the NMSIIS state vaccination entries at the community-based level.

Minimum Qualifications:

New Mexico Licensed Practical Nurse credentials required or eligible to be licensed by reciprocity or endorsement. Three (3) years of experience in providing direct patient care services required; experience must include providing those services in a field-based/community-based setting. Required personal immunization must be current or become current within 60 days of employment. Associates Degree in the Nursing field preferred. Fluency in the Laguna language highly preferred.

Background Investigation Requirements:

The Pueblo of Laguna has a Suitability Policy for background investigation processes. Every position in the government operation is reviewed and designated at one of three risk levels. The determination is commensurate with public trust responsibilities and attributes of the position which includes job duties. The Licensed Practical Nurse is designated as a High-Risk Public Trust (HRPT) position.

Type of Background Check	Required
Pre-Interview Background Screening (ROI needed)	X
Background Investigation (Criminal Check, Sex Offender Check, Social Security Trace, Driving Record, Civil Court Check – if applicable, Tribal Criminal Check – if applicable)	X
Employment Verification, Education / License Verification, Personal Reference Verification	X
Fingerprint Verification	X
Must Be Able to Drive a Pueblo Issued Vehicle	X
Other	

Knowledge, Abilities, Skills, and Certifications:

- Knowledge of applicable regulations and requirements of the LPN profession.
- Knowledge of HIPPA regulations and ability to interpret and follow requirements to ensure patient confidentiality.
- Knowledge of the broad spectrum of patient care services, including alcohol/substance abuse, behavioral health, and diabetes related cases.
- Knowledge of current/updated procedures and processes in providing quality patient care.
- Knowledge of assessment/triage, care coordination, and case management processes.
- Knowledge of and skill to apply previous experience in motivational interviewing.
- Knowledge and ability to accurately take vital signs, triage patients, and provide other direct care services.
- Ability to exercise independent judgment and work with minimal supervision.
- Ability and skill to establish professional and maintain professional relationships with co-workers, clients, and other services providers at all levels.
- Ability to function as a healthcare team member; must also have the ability to work independently.
- Ability to accurately document patient care services, findings, and needs utilizing E.H.R., PCC, RPMS, or other electronic patient data system.
- Ability to work efficiently under stressful conditions, to handle multiple tasks, and meet deadlines.
- Ability to maintain confidentiality; to demonstrate high moral character and self-responsibility.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to follow oral and written instruction including medical terminology.
- Ability and skill to plan, create, and deliver/implement informational, motivating, and educational presentations and activities to diverse audiences.

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- Ability to be innovative, creative, and flexible in delivery of program services.
- Ability to be persuasive and tactful in controversial situations.
- Ability to analyze situations and adopt appropriate courses of action, including emergency situations.
- Ability to work extended hours, various work schedules, and be available for call-back on a 24-hour basis.
- Ability to become NMSIIS certified under NMDOH within 90 days of hire.
- Ability to obtain all relevant ICS courses as recommended by POL Emergency Management Program.

Application Instructions:

- Go to www.lagunapueblo-nsn.gov and click on Employment Opportunities for application instructions and application form. ***Read instructions prior to completing application form; incomplete applications will not be considered.*** Resumes are encouraged but not in lieu of a complete application form.
- All hand delivered documents must be received by the Human Resources Office no later than 4:30 pm (MDT) on the closing date. All electronically mailed documents must be received by the Human Resources Office no later than 11:59pm (MDT) on the closing date.
- Application packets may be submitted by one of the following methods:
 1. E-mail to polemployment@pol-nsn.gov;
 2. Mail to Pueblo of Laguna Human Resources; P.O. Box 194; Laguna, NM 87026
 3. Deliver to the Human Resources Office, 22 Capital Road; Laguna, NM
 4. Fax to (505) 552-9675
- For more information, contact Whitney Roughsurface, at (505) 552-5784 or by e-mail at the above address.

LAGUNA TRIBAL MEMBER PREFERENCE APPLIES