



**PUEBLO OF JEMEZ
JOB ANNOUNCEMENT
2022-0031
HEALTH & HUMAN SERVICES
NURSING
REGISTERED NURSE**

Position Title:	Registered Nurse	Pay Level:	\$64,000 - \$80,000
Position Open Date:	12/16/2022 – Until Filled	Department:	Nursing
Position Status:	Full-Time	Classification:	Non-Exempt
Supervisor:	Nurse Manager	Location:	Health & Human Services

POSITION SUMMARY:

This position is responsible for performing a variety of nursing duties in an Ambulatory Outpatient Clinic.

This job description indicates, in general, the nature and levels of work, knowledge, skills, and other essential functions expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION & EXPERIENCE:

Degree in Nursing, BLS certification, AND two (2) years of experience as a Registered Nurse.

REQUIRED CERTIFICATES, LICENSES TRAININGS, AND REGISTRATIONS:

New Mexico Driver's License
Background Investigation
Valid New Mexico Registered Nurse license

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical office and clinical setting; agility and dexterity to use standard office and medical equipment; stamina to sit and stand for extended periods of time; strength and agility to lift and carry up to 20 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in over the telephone and in person.

Pueblo of Jemez – Human Resources Department
PO BOX 100 Jemez Pueblo, New Mexico 87024
Phone: (575) 834-6333
Fax: (575) 834-0604
E-mail: humanresources@jemezpuablo.org

Work is subject to exposure to bodily fluids and other biohazards.

ESSENTIAL FUNCTIONS:

- Performs or assists medical staff in performing medical assessments on patients
- Administers medications and other treatments as required; draws blood for laboratory tests and performs other standard diagnostic procedures; prepares patients for medical staff examinations and assists during such examinations, and performs related professional nursing duties
- Responds to medical emergencies; assesses the situation, provides immediate assistance and/or calls for medical staff assistance
- Prepares and maintains medical records and files, including laboratory tests and their results and medications and other treatments administered and actions taken; reviews and updates charts
- Prepares a variety of reports, correspondence and other written materials as required
- Assists in the training of staff as required
- Maintains safe and clean working environment in accordance with Clinic procedures, rules and regulations
- Contributes to the overall quality by developing and coordinating work teams and by reviewing, recommending and implementing improved policies and procedures
- Represents the Pueblo with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public

REQUIRED KNOWLEDGE AND SKILLS:

- Theory, principles, practices and methods of providing nursing care and services at the level of a registered nurse
- Techniques of medical assessment and evaluation of various age groups
- Applicable laws, codes and regulations
- Safety principles, practices and equipment related to the work
- Routine infection control procedures and practices
- Proper techniques for documentation of examination and treatment information
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone
- Computer software utilized by the clinic
- Assessing client medical status and situations and taking or recommending appropriate action
- Performing skilled nursing in a clinical setting
- Using medical instruments and techniques skillfully and safely
- Preparing accurate, clear and concise medical documentation and records
- Compiling and summarizing information and preparing periodic or special reports related to the nursing area and client population
- Using tact, discretion and prudence in dealing with customers
- Using initiative and independent judgment within established procedural guidelines
- Establishing and maintaining effective working relationships with a variety of individuals from various socio-economic, ethnic and cultural backgrounds

To apply for the position posted, please apply as follows;

Send;

Pueblo of Jemez Job Application

Cover Letter

Professional Resume

To;

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Or;

Pueblo of Jemez – Attention Human Resources Department

PO BOX 100

Jemez Pueblo, New Mexico 87024

Or;

Visit the Pueblo of Jemez Website – Careers

www.Jemezpuablo.org