



PUEBLO OF JEMEZ  
JOB ANNOUNCEMENT  
2024-030  
HEALTH & HUMAN SERVICES  
REGISTERED NURSE

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<b>Position Title:</b>	Registered Nurse	<b>Pay Level:</b>	D.O.E
<b>Position Open Date:</b>	4/22/2024 – Until Filled	<b>Classification:</b>	Non-Exempt
<b>Position Status:</b>	Part-Time	<b>Location:</b>	Health & Human Services
<b>Supervisor:</b>	Nurse Manager		

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**POSITION SUMMARY:**

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 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:**

Associate's 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  
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 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.

### **ESSENTIAL FUNCTIONS:**

- Performs or assists medical staff in performing medical assessments on patients.
- Obtains and records patients vital signs and medical information in the electronic health record. Relays important and out of range vital signs to the medical provider.
- Administers medications and other treatments as required through proper medication administration methods (i.e., inhalation, intravenous, oral, etc.). Monitors patients for any signs and symptoms of allergic reactions to medication administered.
- Conducts ordered laboratory tests. Draws blood for laboratory tests and performs other standard diagnostic procedures.
- Assesses patients' needs of point-of-care testing prior to provider visit during triage.
- 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. Monitors, records, and reports changes in a patient's condition to attending provider.
- Coordinates care with other various JHHS programs to provider integrative plan of care.
- Administers immunization based on patients age and the CDC immunization schedule.
- Documents all immunizations given in clinic into the EHR system and state database. Ensures records match accordingly.
- Gives patient and family education regarding plan of care. Schedules patients for future appointments if necessary.
- Documents all information assessed and gathered during visit in accordance with policy in the Electronic Health Record.
- Observes and works along with medical assistants to ensure proper nursing care.
- Prepares and maintains medical records and files, including laboratory tests and their results and medications and other treatments administered, and actions taken, reviews and update charts.
- Prepares a variety of reports, correspondence, and other written materials as required.
- Assists in the training of staff as required for new staff and other program staff.
- Uses the nursing process to assess and triage patients over the phone. Ensures patient safety and urgency of patients' situation.
- Performs wound care under providers orders and supervision. Educates family or patient on proper wound care and plan of care of patients.
- Assesses patients wound and ensures patient safety through nursing process.
- Attends regular staff meetings, trainings, and in-services. May serve on various committees to ensure patient safety.
- Works with billing and coding regarding documentation per policies, state and national procedures and regulations. Clarifies and missing documentation or signatures.

- Promotes infection control, equipment, and environmental safety. Reports and issues to manager or designee.
- 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:**

Knowledge of:

- 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.

Skill in:

- 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**

**To;**

**[humanresources@jemezpueblo.org](mailto:humanresources@jemezpueblo.org)**

**Or;**

**Pueblo of Jemez-Attention Human Resources Department**

**PO Box 100**

**Jemez Pueblo, NM 87024**

