



**PUEBLO OF JEMEZ
JOB ANNOUNCEMENT
2026-040
JEMEZ HEALTH & HUMAN SERVICES
INFECTION CONTROL NURSE**

Position Title:	Infection Control Nurse	Pay Level:	\$60,372.58-\$90,558.86
Position Open Date:	5/22/2026- Until Filled	Classification:	Exempt
Position Status:	Full-Time	Location:	Health & Human Services
Supervisor:	Clinical Operations Officer		

POSITION SUMMARY:

Responsible for implementing, monitoring, and evaluating the Infection Control and Surveillance plan for Jemez Health & Human Services. Responsible for minimizing risk of transmission of pathogenic or infectious microorganisms. Investigate, control, and conduct surveillance activities to prevent spread of infectious diseases. Educate JHHS employees on the policies and procedures related to infection control. This individual will be responsible for the delivery and coordination of employee health clinical services at JHHS.

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:

Minimum 2 years' experience as an Infection Preventionist or related healthcare experience with knowledge of infectious diseases, epidemiology, or patient care practices, preferred.

Completion of Infection Prevention training Certification within 30 days of employment.

Minimum Education: Bachelor's degree in nursing or other health-related field (biology, public health/community health, or medical technology).

Master's degree in nursing, biology, community health/public health preferred.

Preferred certification: Certification in Infection Control from APIC.

Primary professional training in nursing, medical technology, epidemiology, health education, environmental health or related field.

REQUIRED CERTIFICATES, LICENSES TRAININGS, AND REGISTRATIONS:

New Mexico Driver's License

Background Investigation

Certificate of Infection Prevention and Control (CIC) from Certification Board of Infection Control (APIC), preferred.

RN 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 remotely and occasionally 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:

- Promote the Mission, Vision and Values of the organization.
- Develop, implement, and evaluate the organizational infection prevention program.
- Work collaboratively with Quality Improvement on related tasks/improvements.
- Develop an annual surveillance plan based on the population(s) served, services provided, and analysis of surveillance data.
- Create educational goals, objectives, and strategies using learning principles and available educational tools and technology according to the Infection Control and Surveillance Plan. Assess and address the learning needs of target audiences and evaluate the effectiveness of educational programs and learner outcomes among JHHS staff.
- Chair the Infection Control Committee meetings. Work collaboratively with the Safety Officer and the Quality Improvement Specialist.
- Utilize epidemiologic principles to conduct surveillance and investigations.
- Communicate infection prevention and control information and data to various committees and healthcare workers across the organization as assigned.
- Ensure the prevention of healthcare-associated infections in patients, injuries and illnesses in healthcare personnel.
- Review existing policies and standard operating procedures. Identify gaps and outdated information.

- Maintain infection prevention and control according to CMS, county, state, APIC, and CDC rules, ensuring all reporting obligations are met; monitor compliance using observations, checklists, and evaluations.
- Stay current on infection prevention and control regulatory and accreditation standards. Utilize Performance improvement methodology as a means of enacting change.
- Ensure that patient/client needs and expectations are considered in the development of the continuous improvement of processes, products, and services.
- Monitor and analyze process and outcome measures to evaluate effectiveness and sustainability.
- Act as a resource for the rest of the team or organization. Make written and oral reports/recommendations to the Executive Leadership Team, as necessary/required, concerning infection prevention and surveillance plan.
- Maintain related permits, licenses and other documents in accordance with JHHS policy, state, and/or federal regulations.
- Support administration in managing employee health databases and maintaining complete, accurate, and confidential employee health records.
- Collaborates as an integral member of the interdisciplinary team, partnering with the Safety Officer, Human Resources, Quality, and other departments to promote employee health and workplace safety.
- Coordinate and oversee compliance with the employee health program, including immunizations, exposure management, and respiratory fit testing.
- Ensure occupational health standards for healthcare personnel by documenting and reviewing immunizations, declinations, and required screenings-including TB testing, Hepatitis B, and influenza vaccinations-while aligning practices, where applicable, with Occupational Safety and Health Administration guidelines.
- Lead the development, implementation, and continuous improvement of employee health initiatives and programs.
- Ensure full compliance of all employees within the Pueblo of Jemez follow and adhere to the Exposure Control Plans.
- Ensure full compliance with the Pandemic Influenza Preparedness Plan.
- Collaboratively work with the COO and the Safety Officer to ensure that all policies and phases are implemented timely and efficiently.
- Participate in meetings conducted by the JHHS Response Team and other meetings held to discuss these plans, policies, and procedures at the Pueblo of Jemez.
- Collaborate with and provide consultation/education to EVS staff in regard to CDC Guidelines for Environmental Infection Control in Health-Care Facilities and maintaining proper use, storage and disposal of PPE, cleaning products and proper handling of bio-hazardous waste.
- Consistently spot check areas including exam rooms, corridors, lounges, utility, procedure areas such that high standards and infection control measures are maintained.

REQUIRED KNOWLEDGE AND SKILLS:

Knowledge of:

- Infection Control best practices, publications, etc. Has the ability to implement evidence-based practices and guidelines.
- Detail-oriented.

- Achievement-oriented. Has the ability to take on challenging tasks.
- High-stress tolerance. Has the ability to work under pressure.
- Team-oriented. Has the ability to be collaborative and cooperative.
- Record management principles and practices.
- 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 and/or public health programs.

Skill in:

- Epidemiology and surveillance monitoring-report writing and/or data presentation.
- Program and project management and development of systems for tracking and monitoring.
- Situational Awareness in infection prevention and control.
- Collaboration and communication with staff, administrators, and other key stakeholders.
- Conflict management.
- Leadership skills. Use of principles of influence, leadership and change management in an organization.
- Readily sharing knowledge and expertise.
- Bringing enthusiasm, creativity, and innovation to practice.
- Adhere to all compliance and confidential guidelines including HIPAA Compliance and Privacy Act.
- Providing customer services in the most cost-effective and efficient manner.
- Preparing clear and concise reports, records of work and other written materials.
- Using software applications related to duties.
- Using tact, discretion and prudence in dealing with customers.
- Using initiative and independent judgment within established procedural guidelines.
- Organizing, prioritizing and coordinating work activities, coordinating multiple activities and meeting critical deadlines.
- Analytical and problem-solving skills.

To apply for the position posted, please apply as follows

Send;

Pueblo of Jemez Job Application

To;

humanresources@jemezpueblo.org

Or;

Pueblo of Jemez-Attention Human Resources Department

PO Box 100

Jemez Pueblo, NM 87024