

Zuni Tribe
P.O. Box 339
1203-B State Hwy 53
Zuni, NM 87327



Z-09-42

Bulletin No.

September 8, 2009

Issuing Date

OPEN TILL FILLED

Closing Date

AMENDMENT

EMPLOYMENT OPPORTUNITY

Nurse Practitioner

POSITION

E-Level 15

GRADE & SALARY

PT or FT

Health Services

DIVISION

Direct Care-Teen Health Center

PROGRAM

Zuni, NM

GENERAL DEFINITION:

Provides general medical care and treatment to patients in the Teen Health Center under the direction of the supervisor. Oversees the development and administration of the medical, behavioral, guidance, and health education services related to outpatient care of clients. Provides primary health care services and treatment to clients.

SUPERVISION RECEIVED:

Work is performed under the supervision of the Clinical Administrator.

SUPERVISION EXERCISED:

Directly supervises the Medical Office Specialist and Clinical Nurse.

DUTIES:

1. Responsible for the administration of the program.

- a. Directs the activities of each program staff member to meet contract objectives in accordance with the Zuni Tribal Policies and Procedures Manual and any county, state, or Federal contracts.
- b. Responsible for the operation of the medical clinic and other Center activities
- c. Oversees the medical clinic and informs office staff of supply needs including medical, office, education, pharmacy and the lab.
- d. Develops, revises, and implements work techniques and methods for quality control of program services.
- e. Evaluates services provided and staff performance.
- f. Develops quality control/quality assurance program
- g. Assists in updating policy and procedure manual for the Teen Health Center.
- h. Works to meet Medicaid and CLIA standards for provider and clinical licensure.
- i. Prepares program report for submission to the Clinical Administrator.
- j. Communicates with the Clinical Administrator regarding changes and problems relative to clinical services and the coordination of client services with other community providers.

2. Performs services as a primary health care provider.

- a. Assesses adolescents' health care needs, performs medical examinations, obtains appropriate lab specimens, provides treatment, and arranges for patient follow-up care.
- b. Consults with other medical providers and makes referrals as needed.
- c. Contacts parents or pertinent school personnel regarding patient health problems when appropriate and within the limits of adolescent patient confidentiality.
- d. Maintains strict confidentiality regarding patient care, clinic visits, charts, reports, lab results, correspondence, telephone calls, and health care services.
- e. Assists in the development and implementation of work techniques and methods to assure quality medical services.
- f. Works with staff (tribal, secondary school, and service unit medical) in the coordination of health care services.

3. Oversees health education services.

- a. Provides health education to individuals and groups regarding a variety of health related topics which include sexuality issues, delaying initiation of intercourse, encouraging prevention of pregnancy and sexually transmitted infections, and seeking early prenatal care if needed.
- b. Provides and coordinates in-service training for program staff on medical issues relevant to operation of clinical programs.
- c. Maintains licensures and certification as required for this position.
- d. Enhances knowledge of medicine and health care delivery by attending education seminars, continuing education, and certification courses as needed.

For an application or more information call the Zuni Tribe-Human Resources Dept. @ (505) 782-7086 or Visit our website @www.ashiwi.org

e. Participates in health fairs and other health promotion activities.

4. Performs other related duties as assigned or necessary.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS & ABILITIES: Good knowledge of Medical Clinic procedures and adolescent growth and development, general health care, prenatal and postpartum care, family planning and infectious disease. Ability to work independently, assess medical needs, develop rapport and communicate with teens. Ability to communicate and write effectively in English. Familiarity with and sensitivity to Zuni culture. Ability to establish and maintain effective working relationships with patients, tribal employees, secondary school staff, Zuni Indian Health Service providers, state health care providers, and the general public.

TRAINING & EXPERIENCE: Certified Nurse Practitioner (CNP) with a Degree in Nursing and evidence of training or courses in adolescent growth and development, physical and psychosocial assessment, and medical treatment. Must have previous experience with teen pregnancy, prenatal and postpartum examinations and high-risk teen medical care. Minimum of two (2) years experience working with adolescents in a health care environment.

LICENSE AND CERTIFICATES: Professional state nursing licensure and national certification as a CNP. Valid New Mexico Driver's License with no DWI/DUI convictions within the past three (3) years.

SPECIAL WORKING CONDITIONS: Must be abstinent from alcohol and drugs. A female CNP is preferred. Must undergo a thorough background check. Work hours may include evenings and weekends.

Zuni Tribe Employee Benefits: Unum Provident: Life, AD&D, and Long-Term Disability Insurance, Employer paid coverage. Presbyterian Health Plan: Health Insurance, Premium paid by Employer/Employee Contribution, Employer – 75%, Employee – 25%. Delta Dental Plan: Dental Insurance, Premium paid by Employer/Employee Contribution, Employer – 75%, Employee – 25%. Vision Service Plan: Premium paid by Employer/Employee Contribution, Employer – 50%, Employee – 50%. Workers' Compensation Coverage

SUPPLEMENTAL QUESTIONNAIRE

The supplemental questionnaire will be used as part of the evaluation to determine whether or not you are qualified for the **Nurse Practitioner** position.

You should consider appropriate work experience, volunteerism, outside activities, awards, training, projects and education when addressing each of the items below. You may also want to provide specific examples, incidents, projects, or events that you took part. An example of a good response would be to **expand** (explain in greater detail) on the information that is identified in your application.

On a separate sheet of paper, address each of the following items in narrative form:

- 1. Knowledge of Medical Clinic procedures and adolescent growth and development, general health care, prenatal and postpartum care, family planning and infectious disease.**
- 2. Ability to work independently, assess medical need, develop rapport and communicate with teens.**
- 3. Ability to communicate and write effectively in English.**
- 4. Ability to establish and maintain effective working relationships with patients, Tribal employees, secondary school staff, Zuni Indian Health Service providers, state health care providers, and the general public.**

Make sure that each sheet you submit has the following information.

1. your signature
2. date
3. bulletin number

Hand written responses are acceptable. It is not necessary to have your Supplemental Questionnaire typed.

Application with Supplemental Questionnaire MUST be submitted BEFORE 4:30 p.m. on the closing date.