



1551 E. Shaw Avenue, Suite 139 Fresno, CA 93710 ♦ PHONE (559) 320-0490, FAX (559) 320-0494

PUBLIC HEALTH NURSE

Position Description

Department: Operations Department
Supervised by: Director of Operations
Supervises: Yes
Travel Required: Occasionally
Starting Salary: \$70,000 per year (D.O.E.)
Type: Full-time; 40 Hours per week; Exempt

POSITION SUMMARY

The Public Health Nurse is responsible to ensure that the Fresno American Indian Health Project (FAIHP) goals and objectives addressing health and safety are consistently met through education, advocacy, and delivery of care. The Public Health Nurse will assess community needs and plan public health activities and case management services to address these needs. This leadership position plays a critical role in improving health outcomes and focusing on services that promote the early detection of diseases and/or illnesses. Nursing activities include but are not limited to, systematic analysis of health data, care plan development, health education and advocacy, and collaborating with community partners to promote the health of the Native American community.

ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

- Responsible for delivering quality, evidence-based care to FAIHP clients.
- Performs individual comprehensive health screenings of clients for risk assessment of adults and children dealing with general medical, women’s care, chronic diseases, risk assessment and risk reduction.
- Provides referrals for diagnosis and treatment, ensuring continuity of health services.
- Provides health education and health case management for all clients including GPRA screenings and indicators.
- Conducts face-to-face evaluations, education & screening as well as home visits required by contract with Indian Health Services or other funding sources.
- Delivers targeted, culturally appropriate information to help individuals, families, and groups understand local public health policies and regulations.
- Collaborates in the development of and contributes to individual, team, and departmental, performance management and evaluation activities.
- Enters encounter data into the RPMS system and tracks client outcomes utilizing the RPMS iCare system and reporting systems.
- Adheres to and tracks GPRA performance indicators related to the delivery of services.
- Assists clients in accessing appropriate primary and specialty care in partnership with case management staff.
- Supports FAIHP education and training initiatives by teaching and supervising student nurses as assigned.
- Ensures care coordination, referral, and follow-up to individuals and families who are vulnerable and/or high-risk. Evaluates outcomes, and effectiveness of the plan, and makes changes as necessary.
- Submits required reports and records monthly quarterly and as needed.
- Keeps the Director of Operations informed of changes in activities, pending issues, and potential problems.



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- Advocates on behalf of FAIHP clients. Participates in assessing and evaluating health care services to ensure that clients are informed of available health and community programs and services and are assisted in accessing such services.

ORGANIZATIONAL PERFORMANCE EXPECTATIONS

- Works collaboratively with supervisor and team. Effectively communicates current workload and requests assistance with issues as they arise.
- Follows established organizational and departmental policies and procedures approved and set by management staff.
- Attends and actively participates in all meetings (e.g., department meetings, program meetings, employee staff meetings) and other activities as required or assigned.
- Attends workshops/seminars as necessary to increase skills and knowledge to provide effective care, treatment, and/or leadership.
- Supports the overall needs of the organization by working flexible or extended hours when necessary.
- Demonstrates awareness of, and compliance with, the organizational vision and objective of FAIHP to provide support services for all members of the Native American community.
- Supports personal professional development by completing the required hours of continuing education each year along with required annual training.
- Possess cultural and social awareness stemming from personal self-awareness and cross-cultural knowledge and sensitivity.
- Ensures the safety of the clients and coworkers by adhering to FAIHP's infection control policy. Other work-related duties as assigned by supervisor and/or management personnel. Duties and responsibilities may be added, deleted, or changed at any time at the discretion of management, formally or informally either verbally or in writing.

QUALIFICATIONS FOR POSITION

EDUCATION:

- **Required** Bachelor of Science in Nursing (BSN) from an accredited school or university.

EXPERIENCE:

- Required 3 years prior experience in a lead capacity or preferred supervisor responsible for team productivity.
- Preferred experience working with Native American communities preferred.

LICENSE/CERTIFICATIONS REQUIRED:

- CA RN License in good standing
- Certification in Public Health Nursing
- Active CPR certification
- Active CA driver's license

SKILLS:

- Knowledge of and/or sensitivity to the needs of the American Indian community/culture.
 - Demonstrate ability or willingness to work with culturally diverse populations, youth, and professionals.
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- Demonstrate ability to communicate effectively and professionally both verbally and in writing.
- Ability to effectively manage multiple priorities.
- Strong data collection and data analysis skills.
- Availability to work evening and weekend hours as required.
- Familiarity with concepts and processes associated with implementation science.
- Knowledge of population-based health status indicators, determinants of health and illness, factors contributing to health promotion and disease prevention, and factors affecting the use of health services.

WORK ENVIRONMENT

- Work environment: The work environment characteristics described here are representative of those an employee encounter while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate.
- Physical demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee is required to frequently stand, walk, sit, bend, twist, talk and hear. There are prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicating with patients, vendors, and staff.
- Mental demands: There are several deadlines associated with this position. The employee must also multi-task and interact with a wider variety of people on various and, at times, complicated issues.

INDIAN PREFERENCE

Fresno American Indian Health Project (FAIHP) complies with the Indian Preference Act. Preference in hiring is given to qualified Native Americans in accordance with the Indian Preference Act (Title 25, US Code, Sections 472 and 473). Subject to, but not in derivation of the Act, we are an equal opportunity employer.

Disclaimer: The information in this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain or be interpreted as, a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed

ACKNOWLEDGMENT

I have reviewed the content of this position description and have been provided a copy of the description. I certify that I can perform the essential functions of this position as outlined in this description, with or without reasonable accommodation.

Print Name _____ Date _____

Signature _____



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