

Shoshone-Paiute Tribes, P.O. Box 219, Owyhee, NV 89832, (208) 759-3100, Fax: 888-476-7269
Website: www.shopaitribes.org; Human Resources: hr@shopai.org

JOB ANNOUNCEMENT

POSITION: Infection Control/Employee Health Nurse
SALARY: Grade 30 - 36 Step 01, (\$32.59 Hr. – \$43.64 Hr.)
SUPERVISOR: Nurse Administrator
DEPARTMENT: Nursing
CLASSIFICATION : Non-EXEMPT
LOCATION : Owyhee, NV

OPENS: November 8, 2021 CLOSES: December 10, 2021

SPECIFICATIONS: All applications must be fully completed. Any incomplete, undated or unsigned applications will not be processed (Do not refer to the resume in lieu of making required comments on the application) Please attach all required documentation as specified in the Job Announcement. **Failure to attach required documents will disqualify you from consideration for this position.** Employment Applications are available at the Human Resource Department. Any questions regarding this position is to be directed to the Human Resource Department at the above listed telephone number.

Preference for filling vacancies will be given to qualified Indian Applicants in accordance with the Indian Preference Act (Title 25 U.S. Code, Section 472 and 473). However, the Shoshone-Paiute Tribes is an equal opportunity employer and all qualified applicants will be considered in accordance with the provisions of Section 703 (l) of the Title VII of the Civil Rights Act of 1964, as amended.

The Shoshone-Paiute Tribes application form for employment must be received by the Human Resources Office by 5:00 PM of the closing date of this job announcement.

All Interview notifications will be made by certified mail. It is your responsibility to notify HR if your mailing address and/or phone number changes.

In accordance with Shoshone-Paiute Tribes' Resolution No. 00-SPR-31, all new employees are required to pass a pre-employment drug/alcohol test.

THE SHOSHONE-PAIUTE TRIBES RESERVES THE RIGHT TO CONDUCT BACKGROUND CHECKS ON ALL NEW EMPLOYEES. In accordance with Shoshone-Paiute Tribes' Resolution No. 95-SPR-135

SPECIAL CONSIDERATION: Sensitive and trusted nature of this position is subject to initial, for cause, and random drug/alcohol testing and a thorough background check. This individual works in situations requiring mental alertness and in the course of their employment, regularly comes into contact with children and elders. This person operates tribal vehicles and/or equipment in the course of their employment.

SUMMARY OF JOB FUNCTIONS:

The infection control/employee health nurse is an individual with knowledge of CDC guidelines and definitions of healthcare associated and community acquired infections, federal and state regulations. This individual has oversight over all infection control and prevention related activities within the organization. This individual will also be responsible for all functions of the employee health program and for providing clinical employee health services at OCHF.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

- Promote the mission, vision and values of the organization.
- Must have strong computer and research skills to ensure they remain up-to-date with new developments, best practices and a standards of care within the field of health care.
- Will be required to establish standard methods of care, utilizing evidence-based practice and best practice standards.
- Will be required to establish and implement infection control and employee health orientation programs, alongside the departmental directors, throughout the facility.
- Must demonstrate an ability to teach principles and practical application of infection control to all levels of healthcare personnel.
- Responsible for policies and procedures within the organization related to infection control and employee health.
- Supports administration with employee health databases, maintains complete and accurate employee health records.
- Ensures compliance with state and federal requirements, accreditation bodies, and OCHF policies and clinical responsibilities.
- Participates as an integral team member, collaborating with various departments and colleagues, including safety officer, human resources, quality officer and others as needed to advocate for employee health and safety.
- Coordinates the development and implementation of all employee health initiatives and programs.
- Will develop, along human resources, policies and procedures for pre-employment and on boarding processes for employees.
- Will be responsible for all pre-employment testing and vaccination processes, annual and 95/TB/influenza testing and/or vaccinations, and the management of potential blood exposures, employee illness and disease outbreaks.
- Responsible for coordinating the infection control program which includes surveillance; analysis of data; developing reports, policies and procedures.
- Use epidemiological principles and statistical methods to design, implement and evaluate infection prevention and control strategies.

- Provides consultation and education to staff, providers and community leaders in respect to infection prevention and control.
- Coordinate with all departments to determine the direction of surveillance activities and actively evaluate effectiveness of the infection prevention and control plan annually.
- Conduct risk assessments at least annually and as needed with consideration of served population, regional vulnerabilities, relevant statistical data, and new and emerging infectious diseases.
- Notify the county and/or state health Department of any reportable diseases, adhering to all county and state procedures.
- Develop and implement, continuously improve patient care procedures and control mechanisms relating to quality, compliance and infectious diseases.
- Participate in infection prevention and control education of all employees during orientation and annually thereafter, including classes in infection prevention and control practices and employee health.
- Ensure the infection prevention and control procedures meet CMS, county and state, and CDC regulations, standards or guidelines.
- Other duties as assigned

PROFESSIONAL REQUIREMENTS:

- Adhere to address code, appearance is neat and clean.
- Complete annual education requirements.
- Maintain patient confidentiality at all times.
- Report to work on time and as scheduled.
- Wear identification while on duty.
- Maintain regulatory requirements, including all state, federal and local regulations.
- Represent the organization in a positive and professional manner at all times.
- Comply with all organizational policies and standards regarding ethical business practices.
- Participate in performance improvement in continuous quality improvement activities.
- Attend regular staff meetings and in services as needed.

QUALIFICATIONS:

- Minimum of 3 years' experience in healthcare required.
- Current nursing license (RN or LPN) for state Nevada, Idaho or compact state.
- Bachelor's degree BSN highly desirable but not required.
- Current basic life support BLS certification.
- Must be proficient and have a strong working knowledge of Microsoft Office, Excel spreadsheet and Word.

KNOWLEDGE, SKILLS AND ABILITIES:

- Detail oriented and capable of exploring innovative solutions to solve complex problems and address issues.
- Ability to compile, code and categorize, or verify information/data.
- Strong organizational and interpersonal skills.
- Ability to determine appropriate course of action in complex situations.
- Ability to work independently, exercise creativity and maintain a positive attitude.
- Ability to manage multiple simultaneous responsibilities and to prioritize scheduling of work.
- Ability to maintain confidentiality of all medical, financial and legal information.
- Ability to complete work assignments accurately and in a timely manner.
- Ability to communicate effectively, with excellent verbal and written communication skills.
- Ability to handle difficult situation involving patients, providers or others in a professional manner.

PHYSICAL REQUIREMENTS AND ENVIRONMENTAL CONDITIONS:

- Position may require travel between the clinic and off site departments.
- May be up walking on feet up to 8 hours a day.
- May need to sit for 2- 6 hours a day.
- Pushing and pulling heavy objects.
- Full range of body motion including handling and lifting.
- Light to moderate work with 30 pounds maximum weight to lift and carry.
- Position requires reaching, bending, stooping and handling objects with hands and/or fingers, talking and/or hearing and seeing.