

SAN CARLOS APACHE TRIBE

HUMAN RESOURCES DEPARTMENT

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Terry Rambler
Tribal Chairman



Dr. John Bush
Tribal Vice-Chairman

JOB VACANCY

VACANCY ANNOUNCEMENT NO.	OPENING DATE	CLOSING DATE
# 13-068	January 2, 2013	Open Until Filled
POSITION TITLE AND DEPARTMENT	SALARY	
Maternal Child Health Nurse Manager Department of Health & Human Services	DOE	

APPLICATIONS ARE AVAILABLE AT THE TRIBAL HUMAN RESOURCES OFFICE
(Applications must be received in the Human Resources Office by close of business on the closing date)

CONDITIONS OF EMPLOYMENT:

- Regular Full Time position. (Exempt).
- Applicant must have a valid driver's license.
- Applicant must be at least twenty-one (21) years of age.
- Applicant must maintain professionalism and strict confidentiality in compliance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA),
- Selected candidate must maintain a NP license from any state to retain employment, maintain professional knowledge and proficiency as an NP through peer review, continuing education, workshops, and serving on special committees, and participates in professional development to keep up-to-date on medical advances to assure standards of best practice are incorporated into the MCH Program.
- In accordance with the San Carlos Apache Tribe Drug and Alcohol Policy, all potential employees will be tested for the presence of controlled substances as part of the pre-employment selection process. Applicants who fail to pass the drug test will be ineligible for employment and may not reapply for twelve (12) months thereafter. This policy has been adopted to provide drug-free work sites and to prohibit working while under the influence of alcohol.

DUTIES AND RESPONSIBILITIES:

As a Maternal Child Health (MCH) Nurse Manager, held by a Family Nurse Practitioner (FNP) under the direct supervision of the Department of Health and Human Services (DHHS) Executive Director, the Maternal Child Health Nurse Manager will provide administrative and clinical supervision to the Public Health Nursing (PHN), Health Education (HED) and Women Infant and Children (WIC) programs within the San Carlos Apache Tribe's (SCAT) (DHHS) Maternal Child Health (MCH) Program. The Maternal Child Health Nurse Manager shall deliver primary care maternal and child health, including high-risk pre-natal care in accordance with established professional practices and the goals and objectives of the SCAT DHHS. This position is regulated by the Nursing licensing requirements for an advanced practice nursing and IHS independent practitioner scope of practice. The Maternal Child Health Nurse Manager shall ensure the development of maternal, child health services and perform other duties as assigned. Specifically, The Maternal Child Health Nurse Manager shall perform physical examinations using techniques of observation, inspection, auscultation, percussion, palpation and diagnostic instruments. The Maternal Child Health Nurse Manager shall identify and treat specific illnesses according to current accepted medical practice including but not limited to otitis media, high-risk pre-natals with diabetes complications, sexually transmitted diseases, abnormal PAP smears, mammograms, positive STDs, urinary tract infection, well-child, and other illnesses. The Maternal Child Health Nurse Manager shall also arrange for medications, follow-up

appointments, outside referrals, etc., and maintains a tracking system to ensure all patients receive the necessary follow-up. In addition, The Maternal Child Health Nurse Manager shall undertake the following responsibilities: carry out health plans by utilizing the case management approach (assessment, plan, intervention, evaluation), incorporating the nursing process model and the case management model; Coordinate services for developmentally delayed/ special needs children, consults and received referrals from the Wellness providers and provide teachings to parents regarding anatomy, pathology, diagnoses, treatment, and follow up care; Maintain daily documentation (charting) of client services in EHR and/or other appropriate RPMS packages and follows protocols for charting patient contacts including legibility, timeliness, coding, etc; Development, implement, and maintain Maternal Child Health (MCH) operational policies, procedures, and protocols. Provide the Executive Director with written and verbal reports on MCH activities. Develop weekly schedules and monthly reports based on activities planned/completed. Review community health training requests. Serve as a member of the Provider Staff Committee, abide by the established bylaws and apply for membership to the Indian Health Service Medical Staff Committee. Participate in weekly case management meetings with medical and social service resources involved in the health care of the San Carlos community for the purpose of providing integrated health care to clients; Collaborate with fellow practitioners and in reviewing and revising clinical standing orders, protocols, and policies/procedures; Ensure continuity of client care and interface with Tribal and IHS providers; Ensure that the PHNs are providing quality follow up and specialty clinic care (e.g. WIC Clinic, Well Child Clinic, Head Start) and Health Educators are providing relevant, quality health promotion and disease prevention activities; Collaborates with fellow providers to develop and deliver health care presentations at workshops, conference events, and community programs; Serve as a resource to DHHS in program planning and ongoing evaluation of patient care services and community needs.

QUALIFICATION REQUIREMENTS:

Basic Requirements:

Successful completion of a full-4-year course of study in accredited college or university leading to a bachelor's or higher degree that included a major field of study in Nursing (B.S.N.) with a Nurse Practitioner (NP) or Family Nurse Practitioner (FNP) certification. **NOTE: Applicant must submit a copy of all college transcripts and/or degree to meet positive education requirements.**

OR;

If applicant is a Nurse Practitioner or Family Nurse Practitioner in Arizona **or another state, applicant must have been a practicing nurse practitioner in a health services organization for ten (10) years or more.**

Licensure: Incumbent must be a licensed independent advanced practice nurse, such as a, (FNP) or a (NP).

If applicant is a Nurse Practitioner or Family Nurse Practitioner in Arizona, he or she must have completed advanced practice nursing education program within past 5 years or practiced as an APRN in his or her **category & specialty area** within the past 5 years, have current national certification in his or her **category & specialty**, or completed the required education and precepted practice as specified in the Nurse Practice Act R4-19-506 (C) (2).

If an NP or FNP from another state, candidate must have current national certification in his or her **category & specialty**, or completed the required education and precepted practice as specified in that state. Applicant must provide documentation of an unrestricted Nurse Practitioner license with a scope of practice in maternal, child, and family practice. **NOTE: Candidate must have prescriptive authority as an NP and current DEA license.**

In addition to meeting the basic requirements above, candidate must have had at least two (2) years of specialized experience.

Specialized experience is experience working with pediatrics, women and families (G-17) in a health care organization as a Family Nurse Practitioner. **Examples of the type of experience that will be credited are shown above under "Duties and Responsibilities."**

EVALUATION METHOD AND RANKING FACTORS: Evaluation will be made of the extent to which experience, education, training, self-development, and/or awards demonstrate that basically qualified candidates possess the Ranking Factors-Knowledge, Skills and Abilities (KSA) described below.

1. Knowledge of advanced nurse practice "Best Practice Standards" for a Nurse Practitioner in a health care environment.
2. Knowledge of nationally recognized standards of care in nursing.
3. Knowledge of patient charting.
4. Ability to communicate effectively both orally and in writing with clients, staff and others.
5. Ability to plan, organize and prepare required reports.
6. Ability to work with a large degree of flexibility to perform necessary administrative duties.
7. Ability to maintain professionalism and a strict standard of confidentiality.

OTHER IMPORTANT INFORMATION:

- Persons who submit incomplete applications will be given credit only for the information they provide and may not, therefore, receive full credit for their veteran preference determination, Indian preference, education, training and/or experience.
- All material submitted for consideration under this announcement becomes the property of Human Resources Office and is subject to verification. Therefore, careful attention should be given to the information provided. Fraudulent statements or any form of misrepresentation in the application process could result in loss of consideration for this position and/or a determination of unsuitability for tribal employment.
- Additional or alternate selections may be made from the eligibility list within 30 days from the date the selection list was issued. The positions to be filled must have the same title and have the same qualification requirements. However, if there are no Indian preference candidates left on the certificate, the vacancy must be re-announced.
- **INDIAN PREFERENCE:** It is the goal of the San Carlos Apache Tribe to employ as many tribal members as possible in tribal positions. Therefore, all other qualifications being equal, tribal members will receive hiring preference over other Indian Preference eligible and non-Indian Preference eligible. Preference for employment will be granted to qualified individuals, in the following order:
 1. Enrolled member of the San Carlos Apache Tribe with Veteran's Preference
 2. Enrolled member of the San Carlos Apache Tribe
 3. Native American spouse of an enrolled tribal member or Native American parent of enrolled tribal member
 4. Other Native American
 5. Non-Indian spouse or Non-Indian parent of enrolled tribal member
 6. Non-Indian

It is also the goal of the San Carlos Apache Tribe to provide the best services possible to tribal members. In furthering the Tribe's efforts to insure retention of tribal members and to provide job opportunities to tribal members, non-tribal member employees upon hiring shall, as part of the hiring agreement, agree to provide training and development to tribal members to allow them to become qualified for jobs which non-tribal member employees hold. The Tribal Preference policy applies to hiring, placement, and promotion, transfer or lay off, treatment during employment, and selection for training.

- **VETERANS PREFERENCE AND INDIAN PREFERENCE:** Preference in filling vacancies may be given to honorably discharged veterans who are enrolled members of the San Carlos Apache Tribe.
- **EQUAL EMPLOYMENT OPPORTUNITY:** Except for Indian preference, consideration will be given without regard to any non-merit factor such as race, color, religion, sex, national origin, partisan politics, physical or mental handicap, marital status, age, membership or non-membership in any employee organization, or sexual orientation.

HUMAN RESOURCES OFFICE CLEARANCE:

/s/Deidre Antonio
Human Resources Specialist

January 2, 2013
Date