

YUOK TRIBE JOB DESCRIPTION  
Public Health Registered Nurse

Job Title:	Public Health Registered Nurse	Job Code	12
Department	Public Health	Location	Various
Reports To:	Public Health Officer	FLSA Status	Non-Exempt
ALL HIRING IS SUBJECT TO THE YUOK TRIBE'S HIRING PREFERENCE			
Salary Range	\$38.42-50.13		

POSITION SUMMARY:

The Public Health Registered Nurse will supervise a team of clinical staff that provide health promotion, disease investigation and basic public health services including but not limited to COVID-19 screening, education, testing, and vaccination working both remotely and in communities supporting the Yurok Tribe's health department efforts. The Public Health Registered Nurse will utilize the nursing process to address core public health functions, while actively promoting and protecting the health of the Yurok community, families, and individuals.

The Public Health Registered Nurse is responsible for the clinical team, tracking progress towards target goals using data from relevant resources, provide direct supervision, oversight, and mentorship to the team, and will be the team's point of contact within the supervisory structures. The Registered Nurse will be expected to perform any of the functions of the team, including basic laboratory testing, case investigation and education, if needed for surge support.

DUTIES AND RESPONSIBILITIES:

1. Learn and be able to train subordinate staff on the appropriate way to perform basic laboratory testing, document case investigations and contact tracing efforts.
2. Supervise a team of people that collectively perform all functions of the COVID-19 Community Team response (e.g. case investigation, contact notification and data entry).
3. Coordinate the unit's schedules and be available for daily supervision and troubleshooting.
4. Immediately identify and report any issues that arise with the team performing their core responsibilities up the supervisory chain including to the Yurok Tribe's Public Health Officer and/or Local Health Department for problem solving.
5. Ensure case investigators and contact tracers are following established protocols for the case investigation and contact notification process.
6. Track weekly progress for your assigned team using data reports and report progress to the Yurok Public Health Officer.
7. Ensure team members are providing professional and culturally competent services during all interactions with individuals by performing quality assurance measures.
8. Assure timely and accurate entry of case investigation and contact tracing efforts and outcomes into the designated data management system.
9. Participate in response activities to identified tribal emergencies.
10. Participates in population-level needs assessments.
11. Adhere to Security policies to ensure that patient and company data is properly safeguarded.

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Public Health Registered Nurse

12. Provide feedback on ways to improve the quality and effectiveness of service delivery.
13. Utilizes intervention skills and educational outreach to prevent disease, promote healthy behavior and alleviate conditions adversely affecting the health and safety of individuals, families and the community.
14. Acts as health consultant to community groups and participates on a variety of health planning and educational committees.
15. Must be able to travel, with little notice, within assigned region.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability and willingness to go into the field with case investigators and contact tracers or as additional surge staff, when needed (i.e. going into the field to locate and interview hard to reach cases or contacts)
2. Ability to speak, read, and write English
3. Ability to think critically and use good judgement in all decision making
4. Able to shift strategy or approach in response to the demands of a situation

MINIMUM QUALIFICATIONS:

1. Experience establishing programmatic priorities for yourself and subordinate staff that will maximize efficiency of work performance.
2. Excellent interpersonal skills and experience with conflict resolution
3. Experience working with culturally diverse populations during a time of crisis and distress
4. Fluency in languages other than English is a PLUS
5. Yurok Reservation resident, or familiarity with counties/cities/communities
6. Computer skills and ability to troubleshoot common technical problems.
7. Experience working with and protecting confidential and personally identifying information with complete discretion and professionalism
8. Maintain a professional and positive attitude with all internal and external stakeholder
9. Maintain a valid driver's license.

EDUCATION:

Bachelor degree of nursing with a Public Health Nurse Certification and four years of experience with two years in supervising subordinate staff and/or managing a program.

Equivalent combinations of education and experience are qualifying for all grade levels and positions for which both education and experience are acceptable.

WORKING CONDITIONS:

1. The job environment is specific to service area with both homebased and facility base requirements as deemed necessary by the Yurok Tribe.
2. Significant travel though the region and Yurok Reservation and Service Area will be required.
3. The routine work schedule will be in shifts based on the needs of the Yurok Public Health

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Department. However, this position is very demanding and time consuming requiring the incumbent to work flexible hours to comply with needs.

4. The employee is expected to make adjustment when necessary to meet the changing demands of the Tribe.
5. This may on occasion include evening and weekend hours and willingness to go into the field to assist with case investigation or contact tracing efforts for hard to reach individuals.
6. Periodic assignment away from the duty station may require extended hours away from home.

CONDITIONS OF EMPLOYMENT:

1. All applicants are subject to the Tribe's Drug and Alcohol Work Place Policy including pre-employment screening.
2. Valid state issued driver's license and/or the ability to obtain a California or Oregon driver's license. Must be insurable on the Tribe's insurance policy.
3. Must pass a comprehensive background check.
4. LANGUAGE SKILLS: Must have the ability to read, write and comprehend simple instructions, short correspondence, and memos. With ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization. Knowledge of Yurok language is preferred but not required.
5. REASONING ABILITY: Apply commonsense understanding to carry out instructions furnished in written, oral and/or diagram form. With ability to deal with problems involving several concrete variables in standardized situations.
6. PHYSICAL DEMANDS: While performing the duties of this job, the employee is frequently required to walk, stand and use hands to finger, handle, or feel. The employee is required to sit, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk and hear. The employee must occasionally lift and/or move up to 20 pounds.
7. VISION REQUIREMENTS:
  - Close vision (clear vision at 20 inches or less).
  - Color vision (ability to identify and distinguish colors).
  - Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
  - Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

I, \_\_\_\_\_, (print name), acknowledge receiving a copy of this job description. I also understand that, as an employee, I am expected to perform my assigned duties, to read and abide by all Yurok policies and procedures—personnel, vehicle usage,

YUOK TRIBE JOB DESCRIPTION  
Public Health Registered Nurse

procurement, etc. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee #

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date