

# **Director of Community Outreach, Safety and Infection Control Public Health Nursing**

**Reports to:** Executive Director of Health and Human Services (EDHHS)

**Supervises:** Community Health Representatives and Elder's Director

**Salary Scale:** DOE

**Position Summary:** The Director of Community Outreach shall serve as the administrator for the provision and coordination of community health nursing and outreach services, which shall include planning, program and policy development, and managed care plans. This position shall be effective in coordinating immunizations, injury prevention, maternal and child health, and HIV/AIDS programs. Shall coordinate nursing services, and enforce safety and infection control policies between Karuk Tribal Health Clinics. Shall cooperatively serve as a member of the Accreditation Continuous Quality Improvement, (ACQI), Committee and shall strive for compliance with JCAHO Ambulatory Healthcare standards. Shall provide leadership in the collection of data and in the monitoring of community health CQI activities.

## **1) What are your typical job responsibilities?**

As director of the Outreach Department I supervise 3 Community Health Workers ( health Para-professionals who focus on health promotion and disease prevention for Native Americans ) 3 Elders workers who focus on social services to Native American Elders and one RN who works with improving the care to Diabetics and patient quality measures related to specific health outcomes. I am the safety officer and infection control officer for the health program I provide CPR training for the health staff and community members. I administer grants and supervise the activity of some others. I also provide public health nursing visits to patients.

## **2) How do you *really* spend your day?**

The CHR supervisor checks in with me to review the other folks schedule. Same with the Elders staff. I work on specific projects (for example this month a fair amount of time is going to helping to coordinate the move from our present clinic site to another location)

## **3) How do you organize your day to ensure you get everything done?**

I use a wall calendar and a note pad. The calendar is write down future events and I check it every morning to remind me of work to be done. I use the note pad to set up a daily checklist of things to do (if I'm really on fire I'll set it up at the end of the day for the next day.) I use the pad as a check off for action needed from phone calls and emails.

## **4) What education/career paths lead you to this position? Were there any life changes that guided your way to this position (ex; closing of the mill, desire not to leave area, family)?**

When I was in college I was unsure what to do. By coincidence I took a class called introduction to the Health Sciences. It was at a small hospital near the university and people had a chance to observe all the components of the hospital (MD's, nurses, pharmacy, billing, central supply, respiratory therapy, janitor) Most people already knew what they wanted to do and wanted to focus on that area (MD, nurse etc) At that time I didn't know what I wanted to do, but I thought I could be a good nurse, get a good job and support myself.

## **5) Uppers; what is the thing that you love most about your job?**

The ability to be my own boss, set my schedule, activities, work very independently. The great majority of the people I work with are an asset. It is rewarding work to assist Native American people with their health care. The physical setting is very nice.

**6) Downers; what is the thing that you love least about your job?**

Some of the documentation, working with angry people or people who are very poorly motivated to help themselves with their health issues.

**7) What inspires, excites, and/or motivates you in your job?**

Service to others. Being part of a small community and being able to make a difference in individuals' lives. I have had a very stable staff, so I feel I can trust them to do the work or come to me with any problems.

**8) What does your average work week schedule look like (ex; hours worked, meetings, appointments, traveling, etc.)?**

I work a 40 hour week. Once a month there is a council meeting where I give a report and that is after normal working hours. We have a least a couple of meetings a month, some of those will all morning. Travel varies I might go to Yreka or Orleans a couple of times in the same week, or not go out of town for a couple of weeks at a time. Out of area travel to conferences is a couple of times year.

**9) How do you relieve stress?**

The Tribe has an exercise policy (which I wrote) which allows 30 minutes a day up to 2.5 hours week of exercise on company time. So I try to walk or use a treadmill every day. Also to avoid stress I tend to avoid dealing with stressful people (memo's and emails work well).

**10) Does your job include a lot of traveling? Do you enjoy it?**

I could travel to many conferences if I wanted to, because I have so many overlapping responsibilities. I prefer to stay home, but when I do go I enjoy myself and get a lot out the education. There is always something to learn.

**11) What advice would you give to someone interested in this line of work?**

Be patient. I tell my staff you have to think about yourself as farmers sowing seed. Sometimes the seeds can lay fallow for a long time before you see results. Also serving the Native American population, we are going to be here tomorrow, next week, next month and next year. For some people it can take time and a series of shared experiences to build up a sense of recognition and trust.

**12) What does a typical day in your world look like?**

Come into the office, check for phone messages, check email - set up a daily plan - try to prioritize the work so the most pressing / important gets done. (if there is a disagreeable task, try to get at least some of it done so it does not hang around forever) Check in with the outreach and elders staff.

Remember, life is short, be happy today.