

**Director of Community Outreach
Public Health Nurse
Safety and Infection Control Officer**

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

Location: Happy Camp, California

Supervises: Community Health Representative Supervisor, Elders Director, and Elders Field Workers

Salary Scale: \$45,000 to \$60,000, depending on experience

Summary: The Director of Community Outreach shall serve as the administrator for the provision and coordination of community health nursing and outreach services (Elders Program and Community Health Representatives) 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, health promotion/disease prevention, 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 Performance Improvement (PI) Committee and shall strive for compliance with AAAHC Ambulatory Healthcare standards. Shall provide leadership in the collection and analysis of health status data. Will also assign, direct and monitor the community health PI activities. Will act as project coordinator for Special Diabetes Program for Indians and will participate in health related grant writing projects as appropriate.

1) What are your typical job responsibilities?

Communication with other staff is a key component. Organizing three aspects of my job. 1)Public Health concerns and what to do about them. 2)How to reach out to the community to promote health, wellness, and safety. 3) Ensuring that each clinic facility is up to code on safety and that safety measures are acted out for everyday patient care activities.

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

Lots of communicating with others via email, phone, and meetings. At this point I do quite a bit of research on funding and program opportunities that I could use to promote community health. Go on home visits to assess patients health in their home. Oversee staff. Oversee budgets. Give flu shots to employees, do hearing and vision screens for Head Start.

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

Not all of the above listed items happen in one day. Because it is so distracting and time consuming I only check emails 2x/day and at those set aside times I will respond, delete, or look into each one. I also feel that people are more important than paperwork so if I receive a phone call or visit then I set aside what I am doing to talk and really listen to that person. I always learn something new and understand where people are coming from when I do this. It is always necessary to have a calendar/planner, that is my life line to staying organized, not missing meetings, and getting focused.

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)?

I started out in nursing after searching for awhile of what I wanted to do with my life. It seemed like a true "calling" something that can be used in many ways to assist people in their walk of life. I went away from HC for 13 years. I recommend getting out and seeing what other places have to offer but there is no place quite like this. If you can get a job and experience here and want to be here, do it.

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

That ideally, I can be a part of improving our community and promoting health at all levels. Also this is a very supportive place to work and creativity and independence are encouraged.

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

I'm new to the job so I'm on a pretty steep learning curve. I do not like when something needs done and I'm not sure how to go about doing it. I usually just jump in and learn as I go which means not always being the best organized.

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

The potential to create a community wellness program that could help others be more healthy, and thus more content with life.

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

40-50 hrs/week. Some travel for training. About 3-5 mtgs./month.

9) How do you relieve stress?

Definitely go for an energetic walk on my lunch break. Also I stop what I'm doing and prioritize- either by making a list or just thinking things through. "What is the most important task at hand here"?

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

I love traveling around the county and meeting all the people in our service area. As I said before, I am new to this job as I get more in depth into it I will be traveling more.

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

Do it! Nursing provides so many opportunities in so many places. Nursing school can be a challenge but it is worth it. If I had it to do over again I would have gotten a 2 year RN then upgraded to a BSN with online courses.

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

See #2.