

## **Position Description**

**Position Title:** 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

**Classification:** Full Time, Regular, Exempt, Non-Entry Level

**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.

### **Responsibilities:**

1. Shall capably and consistently provide Community Health Nursing services which shall include discharge planning and follow-up, managed care planning, referral and follow-up, individual and group health education services, long and short range planning and immunizations.
2. Shall skillfully coordinate, with the CHR Supervisor, collect and analyze all monthly CHR activities, review and revise policy, procedures and objective work plans as needed.
3. Shall skillfully provide CHR training, supervision and evaluation.
4. Shall adequately ensure that Community Health Nursing charts comply with IHS regulations or guidelines and shall maintain a list of patients with high risk conditions.
5. Shall appropriately participate in special outreach clinics and shall provide advocacy services when indicated.
6. Shall consistently strive for compliance with JCAHO Ambulatory Healthcare standards and shall serve as a member of the Accreditation Continuous Quality Improvement committee.
7. Shall proficiently provide leadership to the Community Health Programs for CQI activity and accreditation preparation.

8. Shall competently serve as the Karuk Tribal Health Programs Safety Officer/injury Prevention Officer and strive for compliance with Tribal policies and the JCAHO standards for Management of the Environment of Care for Ambulatory Healthcare.
9. Shall, as Safety Officer, competently and appropriately provide training and in-services to:
  - New employees,
  - Students or volunteers,
  - And regular staff
10. Shall efficiently maintain documentation of all occurrences/incidents and services and shall report as required.
11. Shall adequately maintain a chemical inventory list, material data safety sheets, (MSDS), as appropriate. Shall make available the answers about the hazard communication program, as well as conducting semi-annual quality assurance audits.
12. Shall skillfully serve as the Karuk Tribal Health Programs Infection Control Officer, which shall include coordination with other departments to facilitate compliance with Tribal, IHS, and State Indian Health Program policies, OSHA, and JCAHO Accreditation Ambulatory Healthcare Standards for surveillance, Prevention and Control of Infections.
13. Shall sufficiently supervise and provide training in all aspects of infection control, specifically Universal Precautions.
14. Is courteous in accepting other job duties as assigned.

**Qualifications:**

1. Demonstrates the ability to work effectively with Native American people in culturally diverse environments.
2. Exhibits the ability to manage time well and work under stressful conditions with an even temperament.
3. Displays the ability to establish and maintain harmonious working relationships with other employees and the public.
4. Demonstrates the ability to understand and follow oral and written instructions.

**Requirements:**

1. Must be a Public Health Nurse with a Bachelor Degree in Nursing and possess a current State of California License from the Board of Registered Nursing.
2. Must have five years experience in Community health nursing, Safety and Infection control.
3. Must possess a valid California Driver's license, a good driving record and be insurable by the Tribe's insurance carrier.
4. Must be available to attend IHS, CRIHB, or Tribal conferences or in-services for training opportunities as appropriate.

5. Must provide documentation of immunity to measles, and rubella, or become vaccinated with the recommended vaccine and hepatitis B vaccine and test annually for TB. Must have an annual health examination. Must successfully pass pre-employment drug and alcohol screening test and be willing to submit to a criminal background check.

**Tribal Preference Policy:** In accordance with the TERO Ordinance 93-0-01, Tribal Preference will be observed in hiring.

**Council Approved: Revised October 19, 2005**

**Chairman's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**\*\*Employee must sign position description annually, during their evaluation.**