



Human Resources Department Pueblo of Santo Domingo

JOB ANNOUNCEMENT

POSITION TITLE: Health/Nutrition Coordinator (School Nurse) **SALARY RANGE:** \$16-22/Hr. (Exempt)

DEPARTMENT: Santo Domingo Early Childhood Learning Center **POSITION STATUS:** Full-Time

SUPERVISOR: Genevieve Jaramillo-Padilla **JOB POSTING ID:** ECLC-0010

Open until filled

Santo Domingo Tribe exercises Indian Preference in employment opportunities but otherwise supports non-discrimination on the basis of age, sex, religion, disability, color, race, or national origin, except where required by bona fide business necessity

BASIC PURPOSE:

Manage and coordinate Santo Domingo Early Childhood Learning Center's services based on requirements established by program and tribes policies, procedures, and protocols, and by Office of Head Start Performance Standards. Responsible for all health services areas including developmental health and nutrition and is responsible in assuring compliance with the Child and Adult Care Food Program. Ensures comprehensive delivery of health and nutrition services to the Head Start/Early Head Start program. Provides age appropriate, culturally sensitive care in a safe environment; educates parents and staff about healthy practices and treatment conditions; monitors and manages medical information in a timely manner; communicates effectively in school and community setting with children, staff, parents and community members. Coordinates health activities such as screenings, referrals, evaluations, and treatment, record keeping, trainings and the development of health and safety policies and procedures. Provide food service monitoring on a bi-weekly basis, annual food service survey inspections, building inspections, monthly fire drills and other safety related standards.

TYPICAL FUNCTIONS:

- Provide basic nursing care and physical screening to children; evaluate, assess students and implement first aid measures for children as needed.
- Assume responsibility for appropriate assessment, planning, intervention, and evaluation, management, and referral activities for enrolled children.
- Serves on and/or attends committee meetings and conferences regarding health services and curriculum.
- Implement and record required screening programs; notify parents when further medical evaluation is indicated.
- Establish and update health and immunization records. Coordinate immunization clinics.
- Coordinate all screenings within 45 days and follow-up within 90 days of program operation.
- Complete nutrition and growth (height and weight) assessments on all children within 45 days of child enrolled.
- Update all returning children for immunization and dental exams.
- Refer all children who need further evaluations after completing general screenings and refer child(ren) to further evaluation as deemed necessary.
- Advises teachers and consults with parents on health matters, particularly regarding screening for student health concerns.
- Develop/coordinate the Health Service Advisory Committee and its activities.
- Oversee/manage program compliance with New Mexico Child and Adult Care Food program (CACFP).
- Develops USDA budget and submits application yearly.

- Assists the cooks/secretary in submitting the monthly reimbursement claim.
- Develop/update the health plan annually.
- Assist program staff and parents in conducting the programs self-assessment.
- Develops and implements the self-assessment in Health/Nutrition Component Area and creates goals, objectives, actions steps, collects data, and assessment.
- Assist in the completion of the program information report (PIR)
- Write and submit a monthly, quarterly and annual report on a timely manner.
- Prepare forms and maintain children and staff health incident records and prepare required reports.
- Administer daily and PRN (as needed) medications and nursing care procedures prescribed by the child's physician.
- Manages and oversees the implementation of Medication Policy
- Initiate emergency procedures for children and staff as needed.
- Develop Individual Health Care Plans and 504 Plans for students on a case by case basis in tandem with the Disabilities Coordinator.
- Orient the staff and teach specific medical procedures for the evaluation and maintenance of the medically involved children in the classroom.
- Present, train and maintain appropriate standards from OSHA regarding contact with, and possible exposure to blood borne pathogens and other potentially infectious body materials within the school or employment setting.
- Provide health education to staff members and enrolled families.
- Follow procedures for suspected cases of child abuse and neglect.
- Act as a liaison between the school, home and Health Clinic department professionals, and other community agencies.
- Develop Memorandum of Understanding/Agreement with Community agencies.
- Coordinate presentations by various agencies and professionals on mandated and pertinent health care topics for school staff.
- Presents to staff and parents on health, nutrition and safety issues. (As needed.)
- Maintain Health equipment/materials and assesses the need for consumable supplies monthly and bi-annual basis (First Aid Kits, Diapers, etc).
- Works with Family Service Coordinator with Prenatal mothers
- Makes home visits when need arises
- Authorizes exclusion and re-admission of children EHS/HS in connection with infectious and contagious diseases.
- Serves as a consultant and resource person to staff, parents and medically fragile students and identify community resources.
- Participates in In-service training programs, workshops, and continuing education to maintain professional status.
- Assists Director in performance of any health related assignments.
- Assist in supervising, training, and delegating assignments, assist in and/or medication administration, and procedures to Medically Fragile children.
- Attends all mandatory In-services of SDECLC and Tribe
- Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

Supervises the Cooks and Nutrition Contract employee and is responsible in completing performance appraisals annually.

REQUIRED COMPETENCIES:

- **Integrity / Honesty:** All Santo Domingo Tribe employees must operate in an ethical manner by following all Santo Domingo Tribe policies and procedures relating to staff and students. Incumbent must conduct oneself above the appearance of doing something wrong.
- **Teamwork:** All Santo Domingo Tribe employees must be competent in working effectively with division members and members of other divisions to resolve common issues or problems as well as listening and seeking others'

perspective on how to complete assignments. Keeps others informed and up-to-date about tasks, progress, or projects.

- **Goal and Task Management:** Incumbent in this job needs to be able to plan, prioritize, set goals, establish standards, coordinate tasks, show concern for deadlines, and track progress with respect to personal performance.
- **Decisiveness:** Incumbent in this position must be able to successfully determine and initiate a course of action. Incumbent must require the consideration of multiple options, information sources, and development of contingency plans.
- **Vision:** Incumbent in this position must have the ability to gain an understanding of where an organization is headed in light of internal and external trends and influences.
- **Interpersonal Skills (Working with Others):** Incumbent in this position must be able to communicate one's feelings, preferences, needs, and opinions in a way that is neither threatening nor punishing to another person, while at the same time recognizing effort of others and praising that effort.
- **Effort and Initiative:** Incumbent in this position must have the ability to work and take action without specific direction and without being monitored.
- **Teaching Others:** Incumbents in this position must be able to take responsibility for the development of individuals and groups through appropriate teaching, guidance and coaching techniques.

MINIMUM QUALIFICATIONS:

- Graduated from an accredited nursing program (LPN-Minimal/RN Preferred-Bachelors Degree in Nursing preferred)
- A minimum of one to three years nursing experience and experience in community health or public health, pediatrics, emergency care and triage, psychiatry, and/or a physician's office preferred.
- Good oral and written communication skills
- Basic computer skills
- Willing attitude to be a part of the school team and strong sense of professionalism
- Must obtain a food handler's certificate within 7 days of hire
- The ability/willingness to participate in ongoing professional and staff development, both independently and through system-offered opportunities.
- Must have current New Mexico driver's license and be insurable under the Tribe's liability insurance plan.
- Must obtain a physical examination within 30 days of hire and
- Pass a background check.
- Keres speaker preferred but not required

HOW TO APPLY

Please submit complete application packet.

- By email: SDTHumanResources@kewa-nsn.us, subject line: **School Nurse Application – [Your Name]**
- By mail: Santo Domingo Tribe Human Resources, PO Box 127, Santo Domingo NM 87052
- By fax: (505) 465-2043 Attn: Human Resources
- In person: Human Resources Department, 10 Tesuque St, Santo Domingo NM 87052

Incomplete application packets may delay or exclude consideration of your application. A complete application packet includes the following:

- Santo Domingo Tribe Employment Application
- Cover Letter
- Resume
- Copy of Diploma (AA or BA/BSN)
- Copy of LPN and/or RN licence(s)