

**MIAMI NATION
JOB ANNOUNCEMENT**

POSITION TITLE: PUBLIC HEALTH NURSE
CLASSIFICATION: NON-EXEMPT
STATUS: FULL-TIME

DATES OF POSTING PERIOD: UNTIL FILLED

POSITION SUMMARY: This position provides public health services and activities that support the public health and wellbeing of children, elders, people with disabilities, their families, support providers, and staff. This position will be under the direct supervision of the Community Services Manager and the indirect supervision of the Child & Family Service Manager and located in the Myaamia Center located at 2307 Newman Road, Miami, OK.

MAJOR JOB FUNCTIONS:

- Prevent, prepare for, and responds to COVID-19 and other communicable diseases
- Activities that support public health of older adults and people with disabilities
- Activities that support public health of Leonard Learning Center students and staff
- Provide basic health screenings, including vitals, basic assessment, render first aid
- Provides health education/educational information as requested
- Participates in meetings with local public health agencies as directed
- Collect, analyze and report data related to COVID-19 Pandemic and other communicable diseases
- Create client files; data entry to maintain client files
- Community outreach duties related to the COVID-19 Pandemic and other communicable diseases
- Gathers documentation and/or prepares report for notification to proper authorities

OTHER JOB FUNCTIONS:

- Submit monthly a report to Community Services Manager and the Child & Family Services Manager
- Work with other local ACL COVID-19 Response grantees to provide public health services and activities
- Reports incidents of suspected child or elder abuse to Miami Nation Police Department and/or proper agency
- Any other duties that are needed to fulfill the needs/requirements of the program
- Other duties as assigned

This position includes, but is not limited to, the job functions listed above.

MINIMUM QUALIFICATIONS:

- Possess Oklahoma Board of Nursing approved license; maintains licensure with state, federal or regulatory entities
- BLS Certification required (must be obtained within six (6) months from date of hire)
- Minimum of seven (7) years-experience working with children, elders and people with disabilities required
- Ability to work well with Native American families
- Possess a calm and soothing demeanor, compassion, patience and a drive to help those in need
- Comprehensive knowledge of public health related issues
- Knowledge of general office practices and procedures
- Computer literate, specifically Microsoft Office

Human Resource Officer
Miami Tribe of Oklahoma
Mailing: P.O. Box 1326, Miami, OK 74355
Physical Address: 3410 P NW, Miami, OK 74354
Email: cgibson@miamination.com

For complete job description and application visit: www.miamination.com/employment

- Must possess high integrity regarding confidential and sensitive information; complies with federal privacy/confidentiality requirements and HIPAA
- Excellent communication skills, both written and oral
- May be required to work beyond normal working hours
- Must successfully pass criminal background investigation
- Must possess a valid driver's license and be insurable
- Must be drug free and successfully pass pre-employment and random drug screenings throughout employment
- Must be drug free and successfully pass pre-employment and random drug screenings throughout employment

PHYSICAL REQUIREMENTS:

- Lift and carry 25-50 pounds
- Ability to set and stand for periods of time
- Must be physically able to perform the duties of the position
- Ability to understand oral and written instruction
- Adhere to work rules, policies & procedures, and safety standards
- Adhere to all OSHA and other applicable safety guidelines and regulations

CONDITIONS OF EMPLOYMENT:

- Full-time grant funded position subject to grant continuation

DRUG FREE WORKPLACE POLICY: Individual selected shall agree and abide by the Drug Free Workplace Act of 1988 and consent to drug screening prior to employment.

Preference in filling this position will be given to qualified Indian applicants in accordance with the Indian Preference Act and the Miami Tribe of Oklahoma Indian Preference Policy.

Human Resource Officer
 Miami Tribe of Oklahoma
 Mailing: P.O. Box 1326, Miami, OK 74355
 Physical Address: 3410 P NW, Miami, OK 74354
 Email: cgibson@miamination.com

For complete job description and application visit: www.miamination.com/employment