



TULE RIVER INDIAN HEALTH CENTER, INC. (TRIHCI)

PO BOX 768 • PORTERVILLE, CALIFORNIA 93258

PHONE: (559) 784-2316 • FAX: (559) 791-2585

INTERNAL & EXTERNAL JOB POSTING

POSITION:	Public Health Nurse/Outreach Director
POSTING DATE:	January 6, 2026
CLOSING DATE:	Open Until Filled
NUMBER OF OPENINGS:	1
RATE:	\$110,000.00/Yearly DOE
STATUS:	Full-Time/ Exempt
<p>IN ORDER TO BE CONSIDERED FOR THE OPEN POSITION, A COMPLETED APPLICATION MUST BE SUBMITTED BY THE CLOSING DATE STATED ABOVE.</p> <p>TO OBTAIN A COPY OF THE JOB DESCRIPTION AND JOB APPLICATION, PLEASE VISIT WWW.TRIHCI.ORG</p> <p>PLEASE SEND COMPLETED APPLICATIONS TO HUMAN.RESOURCES@CRIHB.ORG</p>	
<p>IN ACCORDANCE WITH INDIAN PREFERENCE STATUTES DEFINED IN USC TITLE 25, SECTION 472, PREFERENCE IN FILLING VACANCIES AT TRIHCI WILL BE GIVEN TO QUALIFIED INDIAN CANDIDATES WHO SUCCESSFULLY VERIFY THEIR ELIGIBILITY (BIA FORM 4432, A CERTIFICATE OF INDIAN BLOOD, OR OTHER DOCUMENTATION MAY BE REQUIRED). WITHIN THE SCOPE OF INDIAN PREFERENCE LAWS, TRIHCI DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, DISABILITY, OR ANY OTHER CHARACTERISTIC PROTECTED BY LAW IN MAKING EMPLOYMENT DECISIONS OR PROVIDING SERVICES.</p>	



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PHONE: (559) 784-2316 • FAX: (559) 553-0836

POSITION DESCRIPTION PUBLIC HEALTH NURSE

Reports To: Medical Director

FLSA Status: Full-Time, Salary-Exempt/Professional

Date Created: April 6, 2022

Prepared By: Human Resources

Salary Range: \$110,000/year, DOE

Board Approval: May 12, 2022

POSITION SUMMARY:

Under the direction of the Medical Director, the Public Health Nurse will plan and provide public health nursing services for the Purchased Referred Care Delivery Area.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Assumes responsibilities of the Tribal Public Health Officer, if designated.
2. Develop, implement, and oversee outreach-based plans, programs, and communication venues to identify and address the healthcare needs of the Tule River Indian Reservation community.
3. Coordinates with the Public Health Officer to:
 - Provide health promotion and disease prevention services to individuals and families, in a variety of settings, appropriate to client age, development, risk, geographic location, and culture.
 - Assists with the prevention and control of communicable diseases including tuberculosis, venereal disease, and acute communicable diseases, by carrying out epidemiological investigations
 - Assists individuals and families in implementing medical treatment plans designed to prevent the spread of communicable diseases.
4. Provides case management services to assigned caseload.
5. Conducts outreach and case findings within the Purchase Referred Care Delivery Area.
6. Establishes baseline data for evaluating health care services and participates in policy development and policy enforcement.
7. Provides health care coordination for individuals and families through referral, collaboration, and liaison activities with local service providers and community agencies or organizations.
8. Provides and/or coordinates ongoing training for Community Health Representatives (CHRs) on the following, but is not limited to home visiting, taking vital signs, initiating referrals, charting and assessment using SOAP (subjective, objective, assessment, plan).
9. Responds to inquiries made by the public and local provider network regarding current public health information and practice.
10. Assists in the training of assigned staff; directs and delegates functions as appropriate for their training.
11. Sets up special programs; participates in community and health organizations, and acts as an advocate for those who cannot act on their own behalf.
12. Plans and recommends injury prevention programs, including but not limited to car seat safety, child safety, bike safety, and home safety.
13. Assists in development of division policy, procedures, and quality improvement activities within the clinic as directed.
14. Assists in completing required reports, program reviews and accreditation preparation. Adheres to accreditation and compliance standards/guidelines.
15. Collects, compares, and analyzes data; maintains records and prepares reports.
16. Develop and guide health planning efforts based on individual care plans and community profiles.

17. Identify and establish linkages/partnerships with other community and county agencies to increase community health awareness and the provision of related services.
18. Provide primary health care services and intermittent skilled nursing services as required by community members, and in accordance with prevailing policies and regulations.
19. Coordinate and oversee efforts to assess the general health status and health practices of the patient population.
20. Serve as an active member of TRIHCI's Leadership Team, including attendance and contribution to Leadership Team meetings and initiatives.
21. Performs clinical procedures when necessary such as administering medications(s), administering immunizations, taking vital signs, measuring height and weight, testing capillary blood glucose obtaining blood draw, wound care, comprehensive diabetes foot exams and setting I.V.'s, and other Registered Nursing skills that may be required in the clinic as well as in the patients home setting.

Additional Responsibilities may include:

1. Participate in all required staff meetings and trainings.
2. Provides nurse home visitations services to assigned caseload.
3. May provide nursing assessment, education, and counseling for individuals such as high risk maternal, infants and adolescents in health situations.
4. Acts as a lead over junior level staff.
5. Provide health services to the community as directed during a local, state or federal emergency or disaster
6. Perform other duties as assigned.

Qualifications: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed here are representative of the knowledge, skills, and/or abilities required. In accordance with the Americans with Disabilities Act (ADA), reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge of effective public health models, medical terminology; medical processes, and medical procedures sufficient to perform routine patient care.
2. Must have good communication skills, be able to effectively communicate with diverse populations, and be willing to convey responsibilities to patients.
3. Demonstrate the ability to work independently in carrying out assignments while remaining reliable and dependable.
4. Demonstrate professional competency in office and healthcare abilities, including the maintenance of client confidentiality.
5. Ability to demonstrate basic levels of computer literacy, with a functional understanding of Microsoft Windows Operating Systems in an office environment, and demonstrate a working knowledge of routine office hardware and equipment (e.g. printers, copiers, fax machines, etc.).
6. Must demonstrate the ability to maintain accurate records and preparing clear and accurate reports for informational, auditing, and operational use, including capacities for attention to detail and for reviewing and verifying accuracy of data.
7. Possess the ability to organize and follow one's own work schedule (i.e. setting priorities, being available during work hours, and meeting critical deadlines).
8. Possess the ability to perform well in group problem-solving situations and use reason even when dealing with highly emotional topics.
9. Possess the ability to become knowledgeable of health needs and services provided to the Indian community both on and near the reservation.
10. Demonstrate the competency and integrity to maintain the confidentiality of organizational, employee,

and client records.

11. Possess the ability to deliver effective training and presentations on technical subjects to large and/or small groups of various educational and cultural backgrounds.
12. Possess knowledge of federal, state and local laws and regulations governing public health, principles of mental health. Laws and regulations relating to the practice of medicine and nursing;
13. Knowledge of causes, means of transmission, and methods of control of communicable disease, principles and practices of diagnosis and treatment of common medical problems, child growth, and development.
14. Possess nursing skills and ability to apply them in a home or clinic setting.
15. Knowledge of commonly prescribed pharmacological preparations used in the treatment and care of patients with diabetes, hypertension, and/or hyperlipidemia.
16. Ability to construct a complete nursing care plan including assessment, problem identification, and the provision of appropriate nursing interventions.
17. Must be familiar with entering data into a healthcare database program (EHR).

EDUCATION AND/OR EXPERIENCE:

1. Graduation from an accredited four-year nursing program with a bachelor's degree (BSN).
2. Possession of a valid Public Health Nurse Certificate issued by the State of California Department of Consumer Affairs, Board of Registered Nursing AND two (2) years of public health and/or Two (2) or more years' experience as a field Public Health Nurse (PHN) or three (3) years of nursing experience may be substituted for the two (2) years of public health and/or community health nursing experience.
3. Two (2) or more years' experience in an ambulatory health care setting, and
4. At least one (1) year of experience as a healthcare supervisor is also required.

CERTIFICATES, LICENSES, REGISTRATIONS:

1. A current California driver's license, a good driving record, and be insurable with the Tule River Indian Health Center Inc. insurance agency.
2. First Aid/BLS/CPR certification required or must be obtained within 3 months of hire.
3. A valid Registered Nurse (RN) license in good standing with the State of California is required.

PREFERRED QUALIFICATIONS AND CONTINGENCIES:

1. ACLS & PALS is required or must be obtained within one (1) year of hire.

TRIHCI maintains a drug- and alcohol-free workplace, and all offers of employment are contingent on the successful completion of a criminal background check, a post-offer drug test and physical, COVID-19 and TB test, and verification of each candidate's right to work in the United States.

Must be fully vaccinated against COVID-19 prior to the first day of work.

PHYSICAL WORK ENVIRONMENT: *The description provided here is representative of those conditions in which the Public Health Nurse will be required to perform the essential functions of this position. As stated earlier, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.*

While performing the duties of this position, the Public Health Nurse is situated in a standard office environment within the health center. There will be times where the Public Health Nurse will be exposed to variations in the weather or other similar elements. Additionally, the Public Health Nurse will move throughout the health

center to meet with supervisors and co-workers and maintain direct patient/client contact. Consequently, the Public Health Nurse must:

1. Possess the mobility to work in a standard office setting (i.e. walk, stand, or sit for extended periods of time).
2. Possess the ability to work in various weather conditions.
3. Possess the ability to use standard office equipment to write, type, copy, fax, or perform other duties.
4. Possess the strength to lift and carry supplies weighing up to 15 lbs. repeatedly and up to 45 lbs. intermittently.
5. Possess the visual acuity to read printed materials and a computer screen; and
6. Demonstrate hearing and speech capabilities that allow him/her to communicate in person and over the telephone as required,
7. Possess the ability to push, bend and/or lift to help patients to/from vehicle, wheelchairs, stretchers, etc. and moving equipment and medical supplies.
8. Must be able to continuously keep up with the standards, knowledge and skills necessary for Electronic Health Records and management.

The clinical setting at TRIHCI is categorized by OSHA as a Blood-borne Pathogen Category I facility. Consequently, there exists the potential for exposure to blood, body fluid/tissue, and infectious wastes. There also exists the potential for exposure to chemicals, biologicals, toxicants, and irradiant's found on-site.

Preference in hiring is given to qualified American Indians in accordance with the Indian Preference Act (Title 25, U.S. Code, § 472 & 473). Applicants claiming Indian Preference must submit Indian verification, certified by Tribe of affiliation or other acceptable documentation of Indian heritage.

Disclaimer:

This position description lists the major duties and requirements for the Public Health Nurse position as established by subject-matter experts and the Human Resources Manager at the time of this document's creation. This position may require additional performance of duties and responsibilities beyond those outlined in this document, and thus may require additional sets of knowledge, skills, and abilities not fully articulated herein.

Employee Affirmation:

I have thoroughly read the attached position description for the position of Public Health Nurse. Any verbal explanations that I have requested concerning the information in this position description have been provided me to my satisfaction and I agree to perform the duties and responsibilities outlined therein.

Employee Name (Print)
Employee Signature
Date