



**PUEBLO OF JEMEZ
JOB ANNOUNCEMENT
2022-005
HEALTH & HUMAN SERVICES
SOCIAL SERVICES DEPARTMENT
ASSISTANT PROGRAM MANAGER**

Position Title:	Assistant Program Manager	Pay Level:	\$49,942 - \$74,914
Position Open Date:	12/16/2022 – Until Filled	Department:	Social Services
Position Status:	Full-Time	Classification:	Exempt
Supervisor:	Social Services Program Mgr.	Location:	Social Services

POSITION SUMMARY:

Responsible for supervising case workers and the protective services worker. Expected to conduct case reviews, and manage overflow of child abuse cases and elder abuse cases. Ensures that affected victim is in a safe environment. Responsible for supervising CLRT (Community Intervention Response Team) volunteers.

This job description indicates, in general, the nature and levels of work, knowledge, skills, and other essential functions expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION & EXPERIENCE:

Bachelor's Degree in community health, social work or a related field; AND five (5) years of professional experience in providing social services for children youth and families. MSW preferred.

REQUIRED CERTIFICATES, LICENSES TRAININGS, AND REGISTRATIONS:

New Mexico Driver's License

Background Investigation

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

[Pueblo of Jemez – Human Resources Department](#)
[PO BOX 100 Jemez Pueblo, New Mexico 87024](#)
[Phone: \(575\) 834-6333](#)
[Fax: \(575\) 834-0604](#)
[E-mail: humanresources@jemezpuablo.org](mailto:humanresources@jemezpuablo.org)

Mobility to work in a typical office setting and use standard office equipment; stamina to sit for extended periods of time; strength and agility to lift and carry up to 20 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in over the telephone and in person.

ESSENTIAL FUNCTIONS:

- Supervises, assigns, evaluates, and coaches the case workers and protective services worker
- Coordinates and provides supervision to the case management component of Social Services
- Provides protective services to adults, children and families to improve and strengthen family functioning
- Provides case management and referral services for client caseload
- Responsible for creating and maintaining case files with appropriate supporting documentation; composes narratives as required for each file
- Ensures provision of a safe shelter for an abused child or elder, such as foster care for a child and a caretaker for an elder
- Maintain positive relationships with community members, organizations and agencies by educating and providing information related to child/elder abuse/neglect, foster care, parenting and other pertinent social services issues
- Prepares, investigative reports, home studies, social summaries and court documents as needed foray court proceedings
- Attends treatment team meetings and other meetings as assigned
- Develops professional relationships with local, state, federal, and tribal programs dealing with foster parenting and other services to children, adolescents and families to increase services and provide strength-based approaches
- Develops and generates a monthly and annual report on case management activities and provides to the Program Manager
- Contributes to the overall quality of the unit's service provision by developing and coordinating work teams and by reviewing, recommending and implementing improved policies and procedures
- Represents the Pueblo with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public

REQUIRED KNOWLEDGE AND SKILLS:

- Applicable laws, codes, and regulations
- Domestic violence, child/elder abuse and neglect
- Community resources for social services and youth and family support
- Record management procedures and report writing principles and practices
- Basic theories and principles of community social services and activities
- Indicators of physical and emotional risk and intervention techniques and resources
- Techniques for dealing with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds, in person and over the telephone, often where relations may be confrontational or strained
- Skill in analyzing problems, projecting consequences, identifying solutions and implementing recommendations
- Using initiative and independent judgment within established procedural guidelines.

- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities
- Dealing successfully with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone, often where relations may be confrontational or strained
- Communicating effectively in oral and written forms
- Contributes to the overall quality of the unit's service provision by developing and coordinating work teams and by reviewing, recommending and implementing improved policies and procedures
- Represents the Pueblo with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public

To apply for the position posted, please apply as follows;

Send;

Pueblo of Jemez Job Application

Cover Letter

Professional Resume

To;

humanresources@jemezpueblo.org

Or;

Pueblo of Jemez – Attention Human Resources Department

PO BOX 100

Jemez Pueblo, New Mexico 87024

Or;

Visit the Pueblo of Jemez Website – Careers

www.Jemezpueblo.org