



**PUEBLO OF JEMEZ
JOB ANNOUNCEMENT
2022-009
HEALTH & HUMAN SERVICES
ADMINISTRATION
COMMUNITY PROGRAMS OFFICER**

Position Title:	Community Programs Officer	Pay Level:	\$65,924 - \$98,886
Position Open Date:	12/16/2022 – Until Filled	Department:	Administration
Position Status:	Full-Time	Classification:	Exempt
Supervisor:	POJHHS Director	Location:	Health & Human Services

POSITION SUMMARY:

Directly oversees operations and program development of the Jemez Health and Human Services (JHHS) Community Programs, in alignment with community, patient and client needs, program grants, compliance requirements, government regulations, quality assurance and the Pueblo of Jemez accounting, finance, procurement and human resources policies.

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:

Master's Degree in business/public/health administration or closely related field; AND five (5-10) years of direct managerial/executive experience in health systems administration.

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
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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:

- Plans, organizes, assigns, supervises, reviews, and evaluates the work of professional, technical support and operational staff; recommends selection of staff; ensures managers are experts in their field; administers discipline as required
- Develops and implements goals, objectives, policies, procedures and work standards for the JHHS Community Programs; acts as a good steward of the Pueblo's fiscal and human resources
- Collaborates with Jemez Tribal Community members, staff and stakeholders to develop and implement long and short-term strategic plans aligned with the mission and vision of the Pueblo of Jemez Health and Human Services Department, and maintains quality care, business, and financial responsibility as appropriate for the community programs
- Holds managers accountable for a thorough understanding and administration of grants and contracts meeting all reporting requirements
- Stays abreast of industry trends, national and state health care policies, and regulatory changes affecting the tribe to ensure effectiveness and compliance in assigned programs or other assigned areas of supervision
- Provides leadership to JHHS community program managers to , ensure accountability to their goals and objectives, grant scope of work requirements, improving performance, satisfaction, quality and outcomes within their specialty
- Assists program managers develop strong teams focused on understanding what services the community residents want and delivering on what is promised. Assures that every community program develops and manages quality and performance improvement systems and develops management information systems using data to develop, direct and improve services
- Participates in JHHS committees including safety, compliance, and quality assurance; ensures that managers collaborate with staff in JHHS and in other POJ departments to maintain facilities and equipment, with focus on safety
- Seeks opportunities within JHHS to collaborate with other community programs, the clinic and with other POJ Departments to maximize services and outcomes for the community
- With oversight of the JHHS CFO, provides guidance for financial management relative to grant administration and general overview of the community program budgets
- Maintains effective communication throughout the organization, and involvement in the community and with external partners
- 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 related to assigned areas of supervision
- Represents the Pueblo with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public

REQUIRED KNOWLEDGE AND SKILLS:

- Administrative principles and practices, including goal setting, program development, implementation and evaluation, and the management of employees
- Principles and practices of developing teams, motivating employees and managing in a team environment
- Principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, and employee training and discipline, administrative principles and practices, including goal setting and program development, implementation and evaluation
- Regulations and standards of various regulatory and credentialing groups

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- Techniques of strategic planning
- Principles and practices of healthcare specific to public health, social services, vocational rehabilitation, senior citizens, transportation, community wellness, credentialing, human resources, safety, and facilities administration.
- Records management principles and practices
- Computer applications related to the work
- 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
- Principles and techniques of making effective oral presentations
- Developing and implementing goals, objectives, policies, procedures and work standards
- Planning, organizing, supervising, reviewing and evaluating the work of others
- Interpreting, applying and explaining complex federal, state and local laws related to the areas of responsibility
- Training others in policies and procedures related to the work
- Developing effective work teams and motivating individuals to meet goals and objectives and provide customer services in the most cost effective and efficient manner
- Evaluating and coordinating non-medical and other services provided to the community
- Preparing accurate, clear and concise documentation, reports, correspondence, records and other written materials
- Using initiative and independent judgment within established policy guidelines
- Establishing and maintaining effective working relationships with those contacted in the course of the work

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