



**PUEBLO OF JEMEZ
JOB ANNOUNCEMENT
2023-0033
HEALTH & HUMAN SERVICES
SENIOR CITIZENS PROGRAM
SENIOR SERVICES CARE COORDINATOR**

Position Title:	Senior Services Care Coord.	Pay Level:	\$37,440 - \$52,000
Position Open Date:	04/03/2023 – Until Filled	Department:	Senior Citizens
Position Status:	Full-Time	Classification:	Non-Exempt
Supervisor:	Senior Citizens Program Mgr.	Location:	Health & Human Services

POSITION SUMMARY:

Assists the Senior Center Program Manager with the implementation and delivery of elder programs, recruitment, and outreach projects for the Pueblo of Jemez elder population. Serves as a liaison between Senior Center program and community members. Reaches out to the community members for recruiting participation, providing information and getting referrals for the Senior Center Program within the community.

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. Program development experience is preferred. Must have experience in organizing community-based events. Towa language speaker preferred. Certifications in CPR, First Aid, HIPAA, Caregiver training within 120 days of hire and Food Handlers Card. Availability to work flexible hours, including some evenings and weekends. Must possess a valid driver's license and be insurable under the Pueblo's insurance. Must have a favorable background investigation to include criminal and motor vehicle records.

EDUCATION & EXPERIENCE:

Associates Degree in Communications, Community Relations, Social Services, or related field. Two (2) years applied experience to satisfactorily perform stated duties and responsibilities required.

REQUIRED CERTIFICATES, LICENSES TRAININGS, AND REGISTRATIONS:

New Mexico Driver's License (Insurability Requirement)
Background Investigation
CPR, First Aid and Food Handler's Certification within four (4) months of date of employment
Food Handlers Card within one (1) month of date of employment

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

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.

Mobility to work in a typical office setting and use standard office equipment; stamina to stand and 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:

- Meet the client in his/her current environment to evaluate capacity and assess gaps between current and required care.
- Interface with clients and families to gather information and resources necessary for creating and communicating the care plan.
- Serve as an ongoing resource to client and family by answering questions, visiting the client, and periodically reviewing the care plan in view of changed circumstances.
- Assists the Senior Center Program Manager with the implementation and delivery of elder programs, recruitment, and outreach projects for the Pueblo of Jemez elder population.
- Serves as a liaison between Senior Center program and community.
- Reaches out to community members 55+ years of age to recruit participation, provide information for the Senior Center Program
- Collects, compiles, and updates data records of clients served and services rendered
- Designs and distributes cultural-sensitive marketing and educational materials such as fliers, brochures, pamphlets, and handouts.
- Partners with community-based organizations, Jemez Health and Human Services programs, and other tribal organizations in developing and implementing programming and services suited to the needs of the Seniors Citizens.
- Presents information in a variety of formats, as applicable to appropriate organizations and tribal programs.
- Develops and maintains good working relationships with the public, community groups, volunteers, and programs.
- Provides information on current elderly issues and keeps the community members current and updated.
- Recruits and supervises volunteers as needed.
- Identifies the needs of senior individuals and helps to notify programs/services that can immediately assist, and /or refer services.
- Updates client assessments and other pertinent information.
- Provides scheduled home visits and/or telephone contacts for elders who are homebound or live alone.
- Develops and maintains resource records on Pueblo of Jemez Senior population, extracurricular, and social service delivery programs and educational opportunities.
- Prepares reports and correspondence including annual reports for grants awarded to the department.
- Enhances professional growth and development through participation in educational programs, meetings, and workshops.
- Performs other duties as assigned.

REQUIRED KNOWLEDGE AND SKILLS:

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- Knowledge and understanding of social service delivery programs
- Knowledge and understanding of health care systems
- Ability to communicate effectively, verbally, and in writing
- Good organization skills. Must be a team player with an ability to work with people of various ages and develop a rapport with the elderly
- Ability to gather data, analyze information, and prepare reports
- Ability to coordinate and facilitate community outreach activities
- Ability to develop and deliver outreach presentations and materials
- Must be computer literate and familiar with all related software applications, the Internet and technological advances
- Ability to provide prompt guidance with honesty, respect, and compassion
- Strong writing skills to deliver comprehensive care plans to clients
- Maintain confidentiality of all client information

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