



**PUEBLO OF JEMEZ
JOB ANNOUNCEMENT
2023-0041
HEALTH & HUMAN SERVICES
PUBLIC HEALTH
COMMUNITY HEALTH ADVOCATE**

Position Title:	Community Health Advocate	Pay Level:	\$16.84 – \$20.21
Position Open Date:	07/7/2023 – Until Filled	Department:	Public Health
Position Status:	Full-Time	Classification:	Non-Exempt
Supervisor:	Comm. Health Program Mgr.	Location:	Health & Human Services

POSITION SUMMARY:

Responsible for planning, developing, coordinating and implementing education on a variety of topics which include nutrition, physical activity, substance abuse, and reproductive health for the Jemez Community; coordinates activities with colleagues, JHHS medical staff, tribal programs, and local/state/federal partners to advance the health of target populations and the overall community; implements community assessments and inputs data for public health surveillance under the direction of the Community Health Program Manager.

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:

High School diploma or General Equivalency Diploma (GED); Associates or Bachelor's degree (preferred) AND formal coursework in community health, health education or a related field; AND two (2) years of experience in developing and providing community health, health education, and/or nutrition programming.

REQUIRED CERTIFICATES, LICENSES TRAININGS, AND REGISTRATIONS:

New Mexico Driver's License
Background Investigation
CPR & First Aid certification within six (6) months of date of employment.

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 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:

- Develops and prepares audiovisual and printed materials that are culturally sensitive, relevant, and appropriate; creates media messages through internet, flyers, digital storytelling format, and class education on nutrition, physical activity, and healthy lifestyle classes
- Participates in educational classes, professional seminars, health education conferences; facilitates and hosts health education workshops, digital storytelling workshops, and PAK trainings; collaborate with tribal programs and other outside agencies (local, county, state, federal, and private agencies)
- Serves as a community health advocate by actively participating in planning, implementation and evaluation of community meetings, health fairs, conferences, events, and interventions
- Ensures health education assessments are completed by participants
- Inputs entry-level data
- Provides and manages health education programs to help individuals, families, and their communities maximize and maintain healthy lifestyles
- Educates in a variety of settings (individual, families, community, schools, etc.) on the importance of nutrition and physical activity to help community members and institutions adopt a healthy lifestyle
- Works with schools to plan, implement a comprehensive school health education
- Prepares monthly reports to submit to the manager at the beginning of each month; ensures that reports contain pertinent information relevant to assigned duties
- 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
- Other duties as assigned

REQUIRED KNOWLEDGE AND SKILLS:

- Towa language
- Principles and practices of public health and community programming with a focus on nutrition and physical activity
- Conflict resolution
- Computer applications related to assigned duties and activities
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone
- Records management principles and practices
- Complying with applicable laws, codes and regulations
- Providing customer services in the most cost effective and efficient manner
- Organizing, planning, coordinating, implementing, prioritizing, and innovating projects for health & wellness education in the schools and community-wide
- Using digital media, photography, and video editing
- Creating media messages through internet, flyers, digital media format, class education
- Using software applications related to assigned functions

- Using tact, discretion and prudence in dealing with customers
- Using initiative and independent judgment within established procedural guidelines
- Organizing, prioritizing and coordinating work activities, coordinating multiple activities and meeting critical deadlines
- Communicate effectively in oral and written forms
- Group facilitation such as training, public speaking, and implementing evaluations before groups

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