



**PUEBLO OF JEMEZ
JOB ANNOUNCEMENT
2023-0047
HEALTH & HUMAN SERVICES
SENIOR CITIZENS PROGRAM
H.O.M.E SERVICES/VOLUNTEER COORDINATOR**

Position Title:	H.O.M.E Services Volunteer Coor.	Pay Level: \$31,200.00 - \$41,600.00
Position Open Date:	07/27/2023 – Until Filled	Department: Senior Citizens
Position Status:	Full-Time	Classification: Non-Exempt
Supervisor:	Senior Citizens Program Mgr.	Location: Health & Human Services

POSITION SUMMARY:

Responsible for providing home and outside maintenance to the elderly to help them remain independent and living in their own homes. Coordinator will aid with home chores and/or minor home repair services at the residences of the senior citizens within the community of Jemez Pueblo. Position will coordinate volunteer Services for the Pueblo of Jemez Elders through the Senior Companion Program, which is a part of the Senior Corps Program.

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:

High School diploma or General Equivalency Diploma (GED); Two (2) years of experience in providing home repair and housekeeping services. Certified in installation of safety equipment.

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@jemezpueblo.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 and agility to operate hand tools and power equipment and perform maintenance duties; strength and agility to lift and carry up to 50 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:

- Conducts home visits to senior citizen's homes to advocate, interpret and/or inform them of the many services and activities available with the Senior Citizens Program and JHHS
- Performs home chores as requested by senior clients to include minor repairs throughout the home as possible
- Conducts home assessments in collaboration with POJ and JHHS Programs to ensure home safety
- Installs safety equipment as needed, and referred, to provide safer and easier access with in the home and entry into and out of residence
- Coordinates efforts of volunteers who participate in the Senior Companion Program
- Works directly with Senior Companion Program to recruit, retain and execute volunteer services
- Reports problems and the need for additional client services, including medical care within the home
- Maintains accurate records regarding work performed, including monies spent and mileage driven
- Operates and adjusts a variety of hand and power tools and equipment common to the maintenance tasks performed
- 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
- Assisting with Program activities as needed
- Performs other duties as assigned

REQUIRED KNOWLEDGE AND SKILLS:

- Towa language
- Practices and techniques for maintaining a household
- Business arithmetic
- Use and minor maintenance of commonly used hand and power general maintenance tools and equipment
- Basic painting, plumbing and carpentry methods, tools and techniques
- Safety practices related to the work
- Record keeping practices
- Basic personal hygiene techniques
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone
- Safely using and maintaining hand and power tools related to the work
- Making accurate arithmetic calculations
- Performing general maintenance and housekeeping duties
- Preparing and maintaining clear and concise records of work performed

- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities
- Using tact, discretion and prudence in dealing with youth and families contacted in the course of the work
- 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

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