



PUEBLO OF JEMEZ  
JOB ANNOUNCEMENT  
2023-0071  
EDUCATION DEPARTMENT  
PARENT/COMMUNITY LIAISON

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<b>Position Title:</b>	Parent/Community Liaison	<b>Pay Level:</b>	\$13.47 - \$20.21
<b>Position Open Date:</b>	10/18/2023 - Until Filled	<b>Department:</b>	Education
<b>Position Status:</b>	Full-Time	<b>Classification:</b>	Non-Exempt
<b>Supervisor:</b>	Education Director	<b>Location:</b>	Education

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**POSITION SUMMARY:**

The Parent/Community Liaison is responsible for providing assistance to the School Health Manager tasked to actively engage, invite, and communicate with families of students and 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. Incumbents may be asked to perform other duties 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: AND experience working in a community/school setting for two or more years required. Towa speaker preferred.

**REQUIRED CERTIFICATES, LICENSES TRAINING, AND REGISTRATIONS:**

New Mexico Driver's License  
Background Investigation  
CPR, First Aid within 3 months of date of employment  
Food Handler's Card within one (1) month 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 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:**

- Assists with maintaining positive community-based partnerships in support of the school health initiative components.
- Works with school, community members, and key partners to promote the school health initiative efforts.
- Serves as an ongoing resource to student and their families by answering questions
- Assists with community outreach efforts related to the school health initiative; develops flyers and/or newsletter articles.
- Assists families in participating in programs associated with the School Health Initiative.
- Recruit students and families to various after-school programs, family events, and programs that support the overall health and well-being of students.
- Provides input in the development, implementation, and monitoring of program quality efforts associated with the School Health Initiative.
- Promotes the preservation of Jemez culture and language in program planning and implementation.
- Maintains good working relationships with students, families community programs, volunteers, and external agencies.
- Mandatory reporter of all suspected incidents of child abuse and neglect.
- Attend all staff meetings associated with school health initiatives and other related trainings.

## **REQUIRED KNOWLEDGE AND SKILLS:**

- Ability to facilitate efforts to inform the community of services for the school-aged population.
- Ability to coordinate and facilitate community outreach activities for students and their families.
- Knowledge and understanding of school health initiatives, including health promotion and disease prevention programs for children and adolescents.
- Knowledge and understanding of early childhood initiatives.
- Knowledge of implementing evidence-based health education, health promotion programs
- Ability to communicate effectively, verbally, and in writing.
- Good organizational skills.
- Ability to gather data and process measures.
- Ability to develop and deliver program presentation and materials.

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

**Send;**

**Pueblo of Jemez Job Application**

**To;**

**[humanresources@jemezpueblo.org](mailto:humanresources@jemezpueblo.org)**

**Or;**

**Pueblo of Jemez-Attention Human Resources Department**

**PO Box 100**

**Jemez Pueblo, NM 87024**