



PUEBLO OF JEMEZ
JOB ANNOUNCEMENT
2023-0072
EDUCATION DEPARTMENT
SCHOOL HEALTH MANAGER

Position Title:	School Health Manager	Pay Level:	\$49,942 - \$74,914
Position Open Date:	10/18/2023 – Until Filled	Department:	Education
Position Status:	Full-Time Until Filled	Classification:	Exempt
Supervisor:	Educator Director	Location:	Education

POSITION SUMMARY:

The School Health Manager will provide administrative support to the Education Director for the implementation of the school health initiative. The position will require coordinating with all tribal programs and external agencies and staff to ensure appropriate school health and outreach services are being provided to the students and their families. The school health manager will bring tasks that need additional support to the Educational Director and work together to address issues as they arise. The position will supervise school health initiative support staff, Lead outreach efforts, schedule contract providers for screening/testing, and coordinate events and projects with the local schools. The position will support healthcare professionals at the local schools and act as a point of contact assisting with daily needs.

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:

Associated or equivalent work experience. Minimum of two years of experience working in health/social/behavioral/public health care settings which involves coordinating of services and working with healthcare professionals. The environment work is community-based, but the individual may work clerical setting. Experience working with and within Tribal communities. Demonstrate project coordination and administrative experience.

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:

- Coordinates the development, organization, implementation, and monitoring of various community and school-based programs, support services, and activities within the coordinated school health framework.
- Recruits and supervises support staff, interns, and volunteers as needed.
- Manages complex scheduling of school health services for the students at local schools in collaboration with the Jemez Health & Human Services and other external agencies.
- Maintains community-based partnerships in support of the school health initiative components.
- Coordinates efforts to ensure the expectations detailed in the school health initiative framework are met.
- Develops short-term and long-term planning and prioritizing school health programs, services, and resources.
- Works with schools, community members, and key partners to define, develop, and implement ancillary services.
- Serves as an ongoing resource to student and their families by answering questions.
- Serves as a liaison between the local school and the community by periodically providing program updates and reports to students and their families, tribal leadership, and the School Health Advisory Committee.
- Collects, complies, and updates data records for the various program activities implemented as part of the school health initiative.
- Prepares and submits program reports as required.
- Prepares information in a variety of formats, as applicable to communities, organizations, and tribal programs.
- 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.

REQUIRED KNOWLEDGE AND SKILLS:

- Knowledge and understanding of school health initiatives, including health promotion and disease prevention program for children and adolescents.
- Knowledge and understanding of education and health care systems.
- Knowledge of implementing evidence-based health education, health promotion programs.
- Ability to supervise varying level of staff.
- Must be able to work with health care professionals with coordination of services.
- Ability to communicate effectively, verbally, and in writing.
- Outstanding organizational skills. Must be able to coordinate and implement multiple projects at a given time.
- Ability to gather data, analyze information, and prepare reports.
- Ability to coordinate and facilitate community outreach activities for students and their families.
- Ability to develop and deliver program representation and materials.
- Must have strong writing skills to deliver comprehensive programming to school-aged population.

To apply for the position posted, please apply as follows

Send;

Pueblo of Jemez Job Application

To;

humanresources@jemezpueblo.org

Or;

Pueblo of Jemez-Attention Human Resources Department

PO Box 100

Jemez Pueblo, NM 87024