



PUEBLO OF JEMEZ
JOB ANNOUNCEMENT
2023-0073
EDUCATION DEPARTMENT
INTERN

Position Title:	Intern	Pay Level:	\$13.47 – \$20.21
Position Open Date:	10/23/2023 – Until Filled	Department:	Education
Position Status:	Part-Time	Classification:	Non-Exempt
Supervisor:	School Health Manager	Location:	Education

POSITION SUMMARY:

The intern supports the School Health Manager in implementing afterschool programs, outreach activities, community meetings, and other activities associated with the School Health Initiative framework. Support students with homework assistance and academic performance. Provides direct supervision of a group of children in after-school settings. Involved with the planning and implementation of various program activities that are culturally relevant and developmentally appropriate. Assigned to shadow various health/education/community professionals based on professional interest and career path.

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:

A high school diploma; AND experience working in community/school settings for two or more years are required. Towa speaker preferred.

REQUIRED CERTIFICATES, LICENSES TRAININGS, 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 planning and implementation of programs related to the School Health Initiative that are culturally relevant and support the overall health and wellbeing of the students.
- Assists with maintaining positive community-based partnerships in support of the school health initiative components.
- Works with school, community members, key partners to promote the school health initiative efforts.
- 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.
- Assists with the recruitment of students and families to various after-school programs, family events, and programs that support the overall health and wellbeing of students.
- 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 initiative and other related trainings.

REQUIRED KNOWLEDGE AND SKILLS:

- Ability to facilitate efforts to inform the community of services for 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@jemezueblo.org

Or;

Pueblo of Jemez-Attention Human Resources Department

PO Box 100

Jemez Pueblo, NM 87024