



PUEBLO OF JEMEZ  
JOB ANNOUNCEMENT  
2023-0079  
HEALTH & HUMAN SERVICES  
PUBLIC HEALTH PROGRAM  
HEALTH PROMOTION SUPERVISOR

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<b>Position Title:</b>	Health Promotion Supervisor	<b>Pay Level:</b>	\$49,942 – \$74,914
<b>Position Open Date:</b>	10/25/2023 – Until Filled	<b>Department:</b>	Public Health
<b>Position Status:</b>	Full-Time	<b>Classification:</b>	Exempt
<b>Supervisor:</b>	Public Health Manager	<b>Location:</b>	Public Health

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**POSITION SUMMARY:**

Responsible for planning, developing, coordinating and implementing health education and promotion programs for the Pueblo of Jemez. Coordinates with tribal, health, and school staff to plan strategies to promote health through policy implementation, data collection, and tracking; supervises the Health Education/Promotion staff and performs administrative duties.

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 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:**

Preferred Associates Degree or Bachelor's degree in health promotion, community health or relevant professional qualification. At least 2 years' experience in health promotion, health education, or relevant work experience. Should have an interest in health improvement and a broad understanding of the determinants of health. Good human relation skills with work experience dealing with people, client and group education experience. Must have own transportation.

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

Must be certified in First Aid and CPR  
New Mexico Driver's License  
Background Investigation

## **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:**

- Developing strategies for promoting health a tribal level.
- Assists JHHS Management and other tribal programs in developing and implementing health policies that promote health on a community and institutional level.
- Data-driven planning, developing, implementing, and monitoring projects that promote health improvement with a focus on the FiTT Driven Program.
- Participates in implementation, data collection, and reporting of surveillance of nutrition and physical activity for the community.
- Assesses community needs for health education services.
- Designs educational programs consistent with community analysis.
- Collaborates with tribal, local schools, and coordinates with other resource agencies and organizations.
- Utilizes available resources in providing nutrition and physical activity opportunities.
- Develop and integrate health education/promotion services with existing health department programs.
- Disseminates health information and educational resource materials.
- Responds to request for health information among community programs, JHHS clinic.
- Obtains updated teaching materials and health education curriculums.
- Utilizes social marketing principles, social ecological frameworks, and public health promotion strategies to motivate community members to engage in positive lifestyle behaviors, including assessing stages of change in diverse settings to reinforce, support, and sustain healthy lifestyle behaviors.
- Leads the Health Communications team by coordinating content review meetings and tracking the development of audiovisual and printed materials that are culturally sensitive, relevant, and appropriate by other team members.
- Utilizes the Indian Health Service PCC (Patient Care Component) system for documenting contacts made with individual clients, school education classes, and group encounters.
- Prepares monthly narrative reports and schedules.
- Attends educational classes, professional seminars, and health education and school health conferences.
- Performs other related duties as assigned by supervisor.

**REQUIRED KNOWLEDGE AND SKILLS:**

- Ability to develop curriculum related to health promotion and education for the Jemez community at large and to respective populations (i.e., Youth, adults and elders).
- Good oral and written communication skills, facilitation, networking, decision-making, and project management.
- Skill in the use of personal computer and related software.
- Must be able to work with groups and individuals of various ages and background.
- Ability to adhere to the confidentiality requirements.
- Must have knowledge of public health.

**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**