



PUEBLO OF JEMEZ  
JOB ANNOUNCEMENT  
2024-012  
JEMEZ HEALTH & HUMAN SERVICES  
PUBLIC HEALTH  
INJURY PREVENTION SPECIALIST

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<b>Position Title:</b>	Injury Prevention Specialist	<b>Pay Level:</b>	\$17.03 – \$25.54
<b>Position Open Date:</b>	2/26/2024 – Until Filled	<b>Classification:</b>	Non-Exempt
<b>Position Status:</b>	Full-Time	<b>Location:</b>	Public Health
<b>Supervisor:</b>	Environmental Health Program Manager		

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**POSITION SUMMARY:**

Responsible for providing support information to the Pueblo of Jemez community to minimize unintentional injury through education, awareness, and implementation of interventions that target all ages. The focus of the Injury Prevention Specialist is the lead Pueblo of Jemez community members to maintain independence, safety, and well-being.

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:**

Bachelor's Degree in Public Health, Environment Health or related field AND (2) years of experience directly related to the duties and responsibilities. A bachelor's degree can be substituted for (6) years of experience in public safety/education, or directly relating to the duties and responsibilities.

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

New Mexico Driver's License  
Background Investigation  
Must obtain a First Aid and CPR course certification within 1 year of hire  
Child Passenger Safety Technician within 1 year of hire  
Lay Vaccinator Certification within 1 year of hire

## **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:**

- Will coordinate and lead injury prevention activities through partnerships within and outside the Pueblo of Jemez to reduce injuries.
- Develops educational content and disseminates among community members through various methods to strengthen the program.
- Conducts and maintains an inventory of supplies; will be responsible to ensure supplies are stocked; will conduct requisitions of supplies as needed.
- Conducted surveys and collects data on unintentional injuries in Jemez. Works collaboratively with JHHS clinic, law enforcement, tribal officials, and Indian Health Services (IHS) to ensure the education of unintentional injury topics are being addressed.
- Develops and conducts educational presentations to special populations in Jemez such as the Senior Center and Jemez schools.
- Evaluates trends and provides analysis of unintentional injuries and develops action plans to mitigate risk.
- Conducts Home Safety Assessments and develops reports homeowners. Coordinates with the homeowner to perform installation and inspection of assistive safety equipment.
- Performs installation and inspections of assistive safety equipment.
- Performs installation and inspections of smoke alarms and carbon monoxide detectors.
- Performs Child Safety Seat education; conducts Car Seat Clinics and Child Safety Seat Presentations and Surveys.
- Administers Rabies Shots to dogs and cats in Jemez Pueblo. Collaborates in Rabies shot clinics and spay and neuter clinics to perform rabies shots in coordination with IHS and outside partners.
- Attends coalition meetings and safety trainings related to the position.
- Provided Bicycle Helmets for the community; instructs the public on proper use and fit.
- Writes grant narratives for reporting requirements based on unintentional data in the community.
- Frequent engagements with community members, POJ departments and JHHS programs and outside agencies.
- Executes other duties as assigned.
- Represents the Pueblo of Jemez with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

## **REQUIRED KNOWLEDGE AND SKILLS:**

Knowledge of:

- Basic principles and practices of animal control.
- Scientific methods and be able to apply knowledge to public health issues.
- Use, operate, and manage applicable safety assistive equipment and electrical tools.
- Safe work methods and safety regulations pertaining to the scope of work.
- Computer application related to the work. Proficiency in Microsoft Office.
- Records management principles and practices.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic, and cultural backgrounds, in person and over the telephone.

Skill in:

- Interpreting, applying, and explaining applicable laws, codes and regulations.
- Compiling and presenting public health material to management and the general public in an effective manner.
- Training community members in safety practices and techniques.
- Providing informational presentations to individuals and groups.
- Performing installation and inspection of safety assistive equipment.
- Dealing successfully with a variety of individuals from various socioeconomic, ethnic, and cultural backgrounds.
- Establishing and maintaining professional working relationships with key stakeholders.
- Preparing accurate and concise documentation, reports, and records.

**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**