



PUEBLO OF JEMEZ
JOB ANNOUNCEMENT
2025-059
JEMEZ HEALTH & HUMAN SERVICES
SAFETY OFFICER

Position Title:	Safety Officer	Pay Level:	\$29.97-\$44.95
Position Open Date:	7/17/2025-Until Filled	Classification:	Exempt
Position Status:	Full-Time	Location:	Health & Human Services
Supervisor:	Clinical Operations Officer		

POSITION SUMMARY:

Creates a safety culture throughout Jemez Health and Human Services and maintains safe environment for patients, visitors, and staff. Oversight includes safe patient handling and mobility and other ergonomics as well as fall prevention sharps, injury, exposure, hazard recognition, incident investigation, and safe design. Provides support for environment of care accreditation, AAAHC requirement, coordinates safety initiative across disciplines and provides feedback for improving performance of the health care system to reduce risk to staff, visitors, and patients.

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 environmental health, nursing, public health, health care administration or related field; and two (2) years of experience directly related to the duties and responsibilities specified. Master's degree a plus.

REQUIRED CERTIFICATES, LICENSES TRAININGS, AND REGISTRATIONS:

New Mexico Driver's License

Background Investigation

Completion of NIMS 100, 200, 700, 800 courses or ability to complete within one year.

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 maintenance setting and use standard office equipment; stamina to sit for extended periods of time; strength and agility to lift and carry up to 50 pounds; dexterity to utilize hand and power tools; vision to read printed materials and a computer screen, and hearing and speech to communicate in over the telephone and in person. Work is subject to performance under exposure to adverse environmental conditions, hazardous chemicals, electrical shock, fumes, and travel.

ESSENTIAL FUNCTIONS:

- Develop, review, revise, and implement JHHS safety and security policies and procedures including environment of care policies.
- Monitor and coordinate Patient safety activities to assure compliance with regulatory requirements (OSHA), accrediting agencies (AAAHC) and other payer contracts identifying safety expectations.
- Collaborate with Risk Management, Infection Control, Performance Improvement and leadership to develop and maintain a comprehensive JHHS safety even data collection and management system ensuring frequent data reports, analysis and reporting of trends to JHHS Safety and other committees.
- Administratively responsible for planning, management and implementation of patient safety initiatives across the organization, including National Patient Safety Goals that position JHHS as a patient safety leader.
- Work collaboratively with all levels of the organization including senior leadership to produce measurable improvements in patient safety in both process and outcome.
- Recommend and facilitate change within the organization to improve patient and staff safety based on identified risks.
- Coordinate, assign, and review the work of assigned staff. Evaluate and adjust the work of assigned staff as needed.
- Assists in hiring assigned staff by conducting interviews, creating recommendations, and training staff. Provides professional development and administers disciplinary action if needed.
- Assist the Jemez Comprehensive Health Center (JCHC) to comply with AAAHC standards as well as other accrediting bodies.
- Enable teams across the organization to become experts at guiding their own improvement.

- Ensure that all measures are taken to protect the safety, health, and security of patients, staff, and visitors.
- Develops budgets for safety training programs.
- Investigates all personal injury accidents occurring to patients, staff, and visitors.
- Investigates all accidents/incidents that result in substantial damage to JHHS property.
- Investigates complaints of hazardous working conditions and responds to employees' safety concerns.
- Coordinates the safety inspection of any JHHS facility.
- Serve as the chair of the JHHS Safety Committee and participates on other committees as designated by the JHHS Director.
- Responds to fires and other emergencies at all JHHS facilities.
- Coordinates removal of hazardous waste from JHHS facilities.
- Arrange for testing and evaluations of the workplace by external agencies/consultants as necessary. Develop and maintain hygiene programs as necessary.
- Act as liaison with all related governmental bodies and regulating agencies.
- Identify and assist in the training of JHHS personnel in areas of safety including first aid, CPR, accident prevention and investigation, workplace inspections and other matters related to implementing safety procedures at all JHHS facilities.
- Assist executive staff, senior administrators, and supervisors in emergency preparedness.
- Develop, review, and update the JHHS Emergency Preparedness Plan.
- Collaborate with tribal, regional, and state emergency planners, update plans, organize exercise and evaluate procedures.
- Liaise with the fire department regarding emergency procedures, communications, and fire safety education programs.
- Demonstrate respect and understanding of confidentiality for patients, staff and others according to policy and HIPAA regulation.
- Maintain required reporting as assigned.
- Participate in JHHS staff meetings, assigned committees, community events, and other meetings as instructed or deemed necessary.
- Seek and apply for grant funding related to safety and environmental health projects.
- Acquiring and maintaining certifications required by regulations.
- Represents the Pueblo with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.
- Other duties as assigned.

REQUIRED KNOWLEDGE AND SKILLS:

Knowledge of:

- Science, principles, practices and regulations pertaining to the environmental and public health area(s) of specialization.
- Federal regulations including the interpretation, preparation and presentation of technical information.
- Basic biology, microbiology, chemistry and scientific methods and able to apply that knowledge to public health issues.

- Techniques for dealing with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds.
- Safe work methods and safety regulations pertaining to the work.

Skill in:

- Analyzing, interpreting and applying laws, codes, regulations and procedures.
- Inspection of and making determinations regarding environmental and or public health conditions and data.
- Compiling and presenting scientific & public health material to management and the public in an effective manner.
- Operating testing, sampling, and monitoring equipment.
- Using software applications related to assigned functions.
- Protecting confidential information.
- Organizing work, setting priorities and meeting critical deadlines.
- Using initiative and independent judgment within established procedural guidelines.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Preparing accurate, clear and concise documentation, reports, correspondence, records and other written 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