



PUEBLO OF JEMEZ
JOB ANNOUNCEMENT
2025-070
EDUCATION
HEALTH SERVICES COORDINATOR

Position Title:	Health Services Coordinator	Pay Level:	\$20.13-\$30.22
Position Open Date:	8/26/2025-Until Filled	Classification:	Non-Exempt
Position Status:	Full-Time	Location:	Head Start
Supervisor:	Early Childhood Program Manager		

POSITION SUMMARY:

Performs duties to meet the goals of children enrolled in the Early Childhood Program (ECP). Position will be responsible for planning, organizing, and administering in the areas of Health and Mental Wellness. Will work closely with children, families, teachers, and other programs within the Pueblo of Jemez to make sure the child's overall health needs are met.

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:

Medical assistant certificate required. Associate's or Bachelor's degree preferred in a health related field. Two or more years' experience working with an Early Childhood Program, Public Health, and/or related field. Towa speaker preferred. Must have current physical examination and tuberculosis test or obtain within 30 days of hire. Must possess a valid driver's license and be insurable through the tribe's insurance carrier. Position is subject to a Motor Vehicle and Criminal Background Check prior to hire suitability. Actively pursue AA and/or BA degree by taking distance-learning courses; provide ECP Manager with report cards and/or transcripts at the end of each course to indicate course completion with passing grade.

REQUIRED CERTIFICATES, LICENSES TRAININGS, AND REGISTRATIONS:

New Mexico Driver's License

Background Investigation

Medical Assistant Certificate

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.

The physical demands would be to perform essential functions of an office work setting; computer work, filing; some standing and walking if on fieldtrips and working in cubicle; ability to supervise, work or play with children in the classroom; strength to lift materials no more than 50lbs of printed material; hearing and speech to communicate over radio.

ESSENTIAL FUNCTIONS:

- Mandatory reporter of all suspected incidents of child abuse and neglect.
- Coordinates the development of the Health Service Plan.
- Within the first 45 days of school, coordinates health screenings in order to identify any special health needs the children may present and do follow-up.
- Compiles and analyzes data on the effectiveness of health services.
- Coordinates health related training for ECP parents and staff; informs the Head Start community of relevant federal and state laws; local resources and outside agencies to provide effective and efficient health services to children and families.
- Coordinates quarterly Health Services Advisory Committee Meetings to address health concerns of the ECP children.
- Assures Mental Health Professional completes developmental screening within 45 days of child's entry into Head Start.
- Assures developmental screening is complete within 45 days of child's entry into Head Start, and as followed up quarterly by teaching staff.
- Works with Jemez Social Services to collaboratively schedule parent and staff meetings/training on mental health and wellness topics, and positive child guidance techniques.
- Acquires appropriate informed written parent consent screening, assessment and services for children with atypical behaviors.
- Reviews Head Start's Sick Child and Health Policies and Procedures annually with Head Start staff.
- Coordinates ECP staff and parent training provided by the Mental Health Professional.
- Maintains confidentiality of information shared between parents and program.
- Works with ECP Manager to secure the services of a Mental Health Professional to provide diagnostic and therapy services to children.

- With input from the Mental Health Professionals, provides assistance to locate additional diagnostic and treatment services for ECP children who may require intervention beyond the scope of the program.
- Collaborates with the Mental Health Professionals regarding proper implementation of the Individual Education Plan (IEP).
- Maintains a complete and accurate record on all enrolled ECP children and those with special health needs.
- Assist with the development of an on-going assessment process to ensure that observation and recording of ECP children and those with special health needs is used to develop/modify instructional practice.
- Completes computer generated Program Information Report (PIR) for transmission to the Head Start Bureau.
- Submits monthly report to ECP Manager relevant to the planning and implementation of the Health and Mental Wellness Service Plan that includes component area highlights, statistical information, problems experienced, and future goals and objectives (e.g. meetings attended, number of children with special health needs, service concerns, etc.)
- Participates as a Team Leader in the annual self-assessment process, including
 - Recruiting and training self-assessment team members.
 - Establishing a time frame for completing assignments.
 - Complete self-assessments summary sheets.
 - Develop improvement/action plan to address findings.
- Mandatory attendance for all Parent Committee meetings and other meetings as required.
- Facilitates efforts to inform the community of health issues; coordinates ECP health services with other tribal services for children with special health needs.
- Serves as ECP liaison between health service provider and program and serves as the advocate for the child and family.
- Assists in the recruitment and enrollment of children, and in Child Find activities.
- Makes home visits to maintain parental involvement for progress reporting and follow-up.
- Participates in all multidisciplinary team meetings and IEP meetings and assures special health needs are met, if applicable.
- Refers ECP parents of children with special health needs to local resources (support groups) and provides information relevant to the health needs of each family member.
- Determines the specific training/technical assistance needs of parents and ECP staff relative to the immediate service needs of children with special health needs and their families.
- Conducts or secures specific or general training to meet identified parental, ECP staff and community needs.
- Participate in meetings, conferences, and conventions to expand personal knowledge and understanding of early childhood development, health and mental health services, Head Start Performance Standards, and Head Start Initiatives.
- Attend all staff meetings, planning sessions and other related workshops.

REQUIRED KNOWLEDGE AND SKILLS:

Knowledge of:

- Knowledgeable of basic health information and medical terminology.

- Knowledgeable of Early Childhood Development, Head Start, and Head Start Performance Standards.
- Knowledge of office skills and procedures.
- Knowledge in the use of a personal computer and its software.

Skills in:

- Ability to take vitals and body temperature.
- Possess excellent oral and written communication skills, good personality and character.
- Adhere to all confidentiality requirements.

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