



PUEBLO OF JEMEZ
JOB ANNOUNCEMENT
2026-025
JEMEZ HEALTH & HUMAN SERVICES
PUBLIC HEALTH
COMMUNITY HEALTH ADVOCATE

Position Title:	Community Health Advocate	Pay Level:	\$24.00-\$36.00
Position Open Date:	4/22/2026- Until Filled	Classification:	Non-Exempt
Position Status:	Full-Time	Location:	Public Health
Supervisor:	Health Promotion Supervisor		

POSITION SUMMARY:

Responsible for planning, developing, coordinating, and implementing education on a variety of topics which include nutrition, physical activity, substance abuse, and reproductive health for the Pueblo of Jemez; coordinates activities with colleagues, JHHS medical staff, tribal programs, and local/state/federal partners to advance the health of target populations and the overall community; implements community assessments and inputs data for public health surveillance under the direction of the Health Promotion Supervisor.

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:

High school diploma or General Equivalency Diploma (GED); associate or bachelor's degree (preferred) AND formal coursework in community health, health education or a related field; AND two (2) years of experience in developing and providing community health, health education, and/or nutrition programming.

REQUIRED CERTIFICATES, LICENSES TRAININGS, AND REGISTRATIONS:

New Mexico Driver's License

Background Investigation

CPR & First Aid certification within six (6) months 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:

- Develops and prepares audiovisual and printed materials that are culturally sensitive, relevant, and appropriate; creates medica messages through the internet, flyers, digital storytelling format, and class education on nutrition, physical activity, and healthy lifestyle classes.
- Participates in educational classes, professional seminars, and health education conferences; facilitates and hosts health education workshops, and digital storytelling workshops; collaborates with tribal programs and other outside agencies (local, county, state, federal, and private agencies) to address community needs through as social determinant of health community care model.
- Serves as a community health advocate by actively participating in the planning, implementation, and evaluation of community meetings, health fairs, conferences, events, and interventions.
- Ensures health education assessments are completed by participants.
- Inputs entry-level data.
- Provides and manages health education programs to help individuals, families, and their communities maximize and maintain health in behavior and their community environment.
- Educates in a variety of settings (individuals, families, community, schools, etc.) to inform community members and institutions on how to create health in their habits and environment.
- Works with schools to plan and implement comprehensive school health education.
- Prepares monthly reports to submit to the manager at the beginning of each month; ensures that reports contain pertinent information relevant to assigned duties.
- Contributes to the overall quality of the unit's service provision by developing and coordinating work teams and by reviewing, recommending and implementing improved policies and procedures.
- Represents the Pueblo with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

REQUIRED KNOWLEDGE AND SKILLS:

Knowledge of:

- Towa language
- Principles and practices of public health and community programming.

- Conflict resolution.
- Computer applications related to assigned duties and activities.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic, and cultural backgrounds, in person and over the telephone.
- Records management principles and practices.
- Social determinants of health and health equity principles referred.

Skill in:

- Complying with applicable laws, codes and regulations.
- Providing customer services in the most cost-effective and efficient manner.
- Organizing, planning, coordinating, implementing, prioritizing, and innovating projects for health & wellness education in the schools and community wide.
- Using digital media, photography, video editing.
- Creating media messages through the internet, flyers, digital media format, and class education.
- Using software applications related to assigned functions.
- Using tact, discretion, and prudence in dealing with customers.
- Using initiative and independent judgment within established procedural guidelines.
- Organizing, prioritizing, and coordinating work activities, coordinating multiple activities, and meeting critical deadlines.
- Communicate effectively in oral and written forms.
- Group facilitation such as training, public speaking, and implementing evaluations before group.

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