Vacancy Announcement
Support Services

Pueblo of Acoma Human Resources Department
P.O. Box 348, Acoma, NM 87034 ▪ 505-552-6728 ▪ www.puebloofacoma.org

JOB TITLE: Screener (Full-Time/Temporary) ▪ PAY RATE: $10.50/hr

OPENING DATE: May 19, 2020 ▪ CLOSING DATE: Open Until Filled

POSITION PURPOSE
Under direct supervision of the Director of Human Resources, administers daily temperature checks for all Pueblo of Acoma employees, community members, visitors, and vendors entering POA buildings/facilities. Protecting health and safety for community members and visitors. Maintains confidentiality of all privileged information.

ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

1. Take temperature of individuals at assigned location.
2. Refuse entry into POA buildings/facilities if individual’s temperature reads 100 or above.
3. Issue and track entry passes to individuals who have a temperature of less than 100.
4. Prepare and submit reports as required, including temperature log.
5. Ensure individual health and safety by wearing required Personal Protective Equipment and disinfecting work area and equipment frequently.
6. Contributes to a team effort and accomplishes related results as required.
7. Performs other duties as required.

MINIMUM QUALIFICATIONS

Experience:
• Three – six months basic medical triage experience or relevant experience

Education:
• High School Diploma or GED

Mandatory Knowledge, Skills, Abilities and Other Qualifications:
• A record of satisfactory performance in all prior employment as evidenced by positive employment references from previous employers
• Knowledge of Pueblo’s traditional government, culture and customs
• Knowledge and awareness of COVID-19 virus and other infectious diseases/viruses
• Knowledge of health and safety protocols for COVID-19 virus and other infectious diseases/viruses
• Skill in administering temperature checks
• Ability to read thermometer
• Ability to create reports and tracking log
• Ability to communicate effectively in the English language, both verbally and in writing
• Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels
• Ability to follow instructions in verbal and written format
• Ability to demonstrate moral character, honesty, tact, fairness, lack of prejudice and desire to help when dealing with people
• Ability to analyze situations and adopt appropriate courses of action
• Ability to exercise independent judgment
• Ability to demonstrate excellence in everything, and continually seek improvement in results
• Ability to work extended hours and various work schedules.
• Ability to perform other duties as assigned

**PREFERRED QUALIFICATIONS**

- Keres speaking
- Certificate from an accredited institution as a Medical Assistant or relevant field

**INDIAN PREFERENCE**

The Pueblo of Acoma has implemented an Indian Preference Policy. It is the policy of the Pueblo of Acoma to give preference to any qualified person who is an enrolled member of a federally recognized Tribe.

The application of Indian Preference is not automatic. Applicants requesting consideration for Indian Preference must provide valid Tribal enrollment documents certifying his/her Indian blood quantum.

Aside from employment preference as provided in this section, the Pueblo of Acoma shall not discriminate because of race, creed, age, sex, color, national origin, religion, sexual orientation, marital status, medical disability or political affiliation.

**OTHER**

- **Confidentiality:** All employees must uphold all principles of confidentiality to the fullest extent. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination. An employee will be asked to sign a confidentiality statement upon hire.

- **Background investigation:** This position may be subject to a criminal history background check, a suitability background check and/or a Fair Credit Reporting Act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 “Indian Child Protection and Family Violence Prevention Act.” Candidates must be able to successfully pass all required background checks to qualify for this position.

- **Health Requirement:** None.

- **Driver Check:** Not Applicable

- **Drug screening:** All applicants must successfully pass a pre-employment drug screening prior to beginning employment and may be subject to random drug testing.

To apply, applications are available in the Acoma Human Resource (HR) Office or on-line at www.puebloofacoma.org. All applications must be submitted to the Acoma HR Office for consideration by the closing date of the announcement. All applicants will be given consideration; however, not all applicants will necessarily be contacted or interviewed.

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*Pueblo of Acoma is a Drug Free Workplace.*