



# Vacancy Announcement

## Health & Human Services – Health & Wellness

Pueblo of Acoma Human Resources Department P.O. Box 348, Acoma, NM 87034 ▪ 505-552-6728 ▪ [www.puebloofacoma.org](http://www.puebloofacoma.org)

**JOB TITLE: Community Health Specialist (Full-Time/Regular) PAY RATE: \$DOE**

**OPENING DATE: September 17, 2021**

**CLOSING DATE: October 8, 2021**

### POSITION PURPOSE

Under general direction of the Care Coordinator, serves as a liaison/intermediary between health/social services and the community to facilitate access to services and improve the quality and cultural competence of public health services delivery. In addition to the core programs the responsibility will provide outreach, health promotion, education and support to individuals living with chronic conditions to include but not limited to; high blood pressure, heart disease, diabetes, chronic kidney disease, cancer and mental illness. Maintains confidentiality of all privileged information.

### ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

1. Provide services to eligible American Indians and Alaska Natives living on the reservation (25 U.S.C § 5321, 42 C.F.R. § 136.12) and within the Tribe's contract health service delivery area. (42 C.F.R. § 136.22).
2. Provide health education and awareness on health promotion, disease prevention and other general medical services to the community utilizing handout materials, classes and health information events.
3. Participate in community-based committees and organizations in providing drug-free awareness, disease prevention and health promotion activities.
4. Coordinate/educate and provide child care safety seat inspections and installation to the community and surrounding areas.
5. Provide home visits and contact with parents of children behind on immunization. Educate on the importance of immunizations.
6. Pick up and deliver medication, medical supplies, or meet and/or speak with patient per provider request.
7. Establish trusting relationships with participants and their families while providing general support and encouragement.
8. Assess participant barriers to wellness and develops plans to overcome challenges.
9. Motivate participants to meet their health goals and be active and engages participants in their health.
10. Provide social support.
11. Coordinate participant visits to ACL Hospital and other healthcare providers for occasional clinical exam/testing.
12. Follow-up with participants to remind them about appointments.
13. Interpret and/or translate for community members, with reference to health education presentations, clinical appointments concerning medical procedures or medical treatment including clarifying instructions when communication and understanding pose a problem for community members.
14. Transport community members or patient(s) without other means of transportation to/from ACL Hospital/clinics, when necessary for routine medical and non-medical services.
15. Provide transportation for those with limited mobility or individuals that utilize a wheelchair to and from surrounding areas with handicap accessible services.
16. Assist bedridden, handicap or individuals with limited mobility with a health-related condition by providing light housekeeping, chores, and personal hygiene when necessary.
17. Assist identified community members, living alone, by assisting to keep a household functioning, such as grocery shopping, laundry, paying utility bills and providing transportation to complete such tasks.
18. Accompany field public health nurse or other healthcare provider on home visits to conduct patient care services.
19. Provide hospital discharge follow up care as requested by Medical Provider or family member.
20. Serve as a patient advocate by assisting in arranging follow up appointments, transportation, interpretation/translation services, and obtaining follow-up patient services.
21. Attend committee meetings and participate in the planning of on-going community health activities.

22. Attend meetings with ACL Public Health Nurse, Social Services, and Senior Center to discuss care plans for clientele and follow up as needed.
23. Obtain vital signs of individuals or within group encounters, when requested to include the use of the blood glucose monitor and other health equipment.
24. Provide non-emergency medical transportation services for clients of the Division of Health and Human Services.
25. Collect and manage program participant data.
26. Protect and maintain participant confidentially. Collaborate with departments, community programs, state health agencies and organizations to build support in awareness of health-related topics
27. Assist local disaster team committees when needed.

**PERFORM OTHER DUTIES AS ASSIGNED.**

**MINIMUM QUALIFICATIONS**

- Experience:
  - Two years’ experience in community health or relevant field
- AND**
- Education:
  - High School Diploma
- AND**
- Other:
  - CHR IHS Certification or ability to obtain within six (6) months of hire
  - New Mexico CHW Certification or ability to obtain within six (6) months of hire
  - Must obtain certifications in the areas of but not limited to Mental Health First Aid, Child Safety Seat Technician, Sexual Health Education, and NM Medicaid Presumptive Eligibility Determiner.

**PREFERRED QUALIFICATIONS**

- Associate degree in relevant field
- Keres speaking

**MANDATORY KNOWLEDGE, SKILLS, AND ABILITIES**

- A record of satisfactory performance in all prior employment as evidenced by positive employment references from previous employers
- Knowledge of Pueblo’s traditional form of government and culture
- Knowledge of the functions and structure of the Pueblo of Acoma
- Knowledge of medical terminology
- Knowledge of child safety seat requirements
- Knowledge of disease prevention best practices
- Knowledge of business English, proper spelling, grammar, punctuation, and basic arithmetic
- Knowledge of multi-system outreach programs related to health care delivery, clinical education and health-related services
- Knowledge of community agencies and resources
- Skill in basic computer operation
- Skill in blood glucose monitoring
- Skill in public speaking
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all level.
- Ability to communicate effectively in the English language, both verbally and in writing
- Ability to speak and understand the Keres language
- Ability to present health information to small and large groups
- Ability to maintain confidentiality
- Ability to work independently
- Ability to demonstrate strong interpersonal and communication skills
- Ability to plan, implement, and evaluate individual client care plans

- Ability to be compassionate and personable
- Ability to work collaboratively and effectively as a team member
- Ability to display professional conduct in all business dealings
- Ability to operate a motor vehicle
- Ability to perform other duties as assigned

## 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:** All applicants must possess a current valid Driver's License and must be insurable through Tribal Automotive Insurance Carrier to qualify for position.
- 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](http://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.*