



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
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VACANCY ANNOUNCEMENT

POSTING NO: 158-22

OPENING DATE: 10/31/2022

CLOSING DATE: Open Until Filled

POSTED: IN/OUT

POSITION: CHR Coordinator
PAY GRADE: NE6 (\$17.57/hr. - \$23.72/hr.)
FLSA STATUS: Non-Exempt
POSITION TYPE: Full Time
FUNDING SOURCE: Grant Funded
DEPARTMENT: Health Services
REPORTS TO: Director, Public Health Services
BACKGROUND LEVEL: Child/Elder

JOB PURPOSE: Under the direction of the Public Health Services Director, the CHR Coordinator oversees the operations of the CHR Program and related activities. The position involves the use of judgement, supervision, and skills in community health planning. Responsible for providing efficient and effective delivery of services for the CHR program.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

JOB DUTIES:

- Under indirect supervision, works closely with medical providers, emergency medical service providers, public health staff, and other departments to provide short term care coordination and connection to resources and support to program clients to improve their health and general wellbeing.
- Works in both clinical and community-based settings, including client's homes to provide education and care coordination.
- Responsible for ensuring adequate supplies and equipment are accessible to CHR program staff. Assists with the community health needs assessment to develop program plan and objectives to address specific needs of the community.
- Assists in the Development of community health initiatives and priorities in conjunction with health department and other social programs.
- Maintains confidential records and files; ensures completeness and quality control of program data.

- Coordinates various safety clinics such as car seat safety, injury prevention, etc with health promoting activities.
- Assures proper use, maintenance and licensing of vehicles and equipment.
- Maintains current working knowledge of trends in community health care and management.
- Maintains appropriate documentation of incidents as required by policies and procedures.
- Keeps leadership and other departments informed of status of department activities by attending meetings and submitting reports.
- Enhances professional growth and development through participation in seminars, educational workshops, classes and conferences.
- Ensures compliance with contract provisions; assists in writing proposals and grants for the continuation and expansion of program services.
- Creates policies and procedures for staff to ensure consistency and adherence to department goals.
- Performs other duties as required.

SUPERVISION RESPONSIBILITIES:

- Supervises CHR Van Drivers; provides coaching, counseling, training and feedback to employees; assigns, reviews, and delegates work and job responsibilities to designated staff.
- Hires, evaluates, disciplines and develops staff.
- Coordinates training, orientations and continuing education of staff.

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- Current NM Community Health Worker Certification
- Five years' experience in community health settings, including one year supervisory experience; or equivalent combination of education and experience.
- Associate degree in Human Services or related field preferred.
- CPR Certification.
- Ability to speak the Tiwa language is preferred.
- Must possess and maintain a valid New Mexico Commercial Driver's License (CDL).
- Must be able to pass a TB screening.
- Must provide written copy of immunization record prior to employment.
- Must pass background check for position.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
- Knowledge of community health principles and practices.
- Knowledge of effective principles and practices of management and supervision.
- Knowledge of surrounding areas including Albuquerque and Los Lunas.
- Ability to be compassionate and caring.
- Ability to transport patients safely.
- Skill in working with vulnerable patients.
- Skill in supervising, training, and evaluating assigned staff.
- Skill in preparing, reviewing, and analyzing operational and financial reports.
- Skill in supervising staff.

- Skill in treating patients with tact, courtesy, and respect.
- Ability to maintain confidentiality.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to communicate efficiently and effectively both verbally and in writing.
- Ability to handle multiple tasks and meet deadlines.
- Ability to exercise independent judgment.

PHYSICAL DEMANDS:

- Talk, hear sit, stand; use hands to handle objects, equipment, controls and reach with arms and hands.
- Position requires frequent lifting of 50 lbs.

WORK ENVIRONMENT:

- Work is performed in a typical interior/office environment.
- Noise level is usually minimal.

PREFERENCE:

Tribal and Native American Indian preference shall apply to all positions at Pueblo of Isleta.