



**PUEBLO OF ISLETA**  
**HUMAN RESOURCES DEPARTMENT**  
**P.O. BOX 1270, ISLETA, NM 87022**  
**PHONE: (505) 869-7584 FAX: (505) 869-7579**  
**EMAIL: [poiemployment@isletapueblo.com](mailto:poiemployment@isletapueblo.com)**

**VACANCY ANNOUNCEMENT**

**POSTING NO: 123-22**

**OPENING DATE: 10/24/2022**

**CLOSING DATE: Open Until Filled**

**POSTED: IN/OUT**

**POSITION:** Director, Public Health Services  
**PAY GRADE:** E13 (\$42.71/hr. - \$61.94/hr.)  
**FLSA STATUS:** Exempt  
**POSITION TYPE:** Full Time  
**FUNDING SOURCE:** Grant  
**DEPARTMENT:** Health Services  
**REPORTS TO:** CEO, Health Services  
**BACKGROUND LEVEL:** Child/Elder

**JOB PURPOSE:** Achieves the Isleta Health Center goals and objectives by providing leadership and direction for public health care programs to include Community Health Nursing, Case Management Community Health Representatives, Health Education, and COVID-19 response team. Serves as the Tribal Health Officer for the Pueblo of Isleta.

*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:**

- Ensures the efficient and effective provision of public health initiatives to meet the needs of community.
- Works closely with the CEO and Medical Director to set public health priorities.
- Directs staff, manages department workload; ensures a positive and productive culture and ensures that public health initiatives align with the Isleta Health Services vision, mission, core services, and strategic priorities.
- Navigates complex public health processes in a collaborative approach to support the existing public health programming at the Pueblo of Isleta.
- Develops culturally responsive public health programs and services that help reduce health inequities within the community.
- Promotes and supports community engagement processes, and models the values of the department.

- Develops and supports the core functions of public health, as well as the activities and strategies that improve the practice of public health.
- Monitors, assesses, and evaluates public health planning, programming, resources, and community activities to assure the team is working to achieve the objectives of the POI Communicable Disease Code, Title 40.
- Advances data sharing and the use of data in decision-making and collaborative strategy development and measurement.
- Provides staff supervision, consultation, coaching, and mentoring to division managers and key department staff.
- Ensures appropriate orientation and training of staff in departmental vision, mission, strategic goals, values, policies, and procedures.
- Promotes programs to educate the community on healthcare procedures and related public health risks.
- Composes and updates policies and procedures related to public health.
- Identifies, reports and manages community risk situations and incidents externally.
- Participates on committees and special projects as assigned.
- Plans, directs, and monitors department productivity and quality goals.
- Creates policies and procedures for professional and support staff, to ensure consistency and adherence to department goals.
- Hosts regular staff meetings to ensure communication among staff regarding department related activities.
- Manages department budget; plans for and coordinates financial and budget activities for maximum operational efficiency. Purchases equipment as needed.
- Directs the development of, or writes proposals and grants, to secure additional funding and grant monies for continuation and expansion of program services.
- Maintains current working knowledge of trends in public health.
- Prepares and presents reports on the status, activities and plans for current and future operations; keeps leadership and other departments informed on status of Isleta Health Services public health activities by attending meetings and submitting reports.
- Enhances professional growth and development through participation in seminars, educational workshops, classes, and conferences.
- Performs other duties as assigned.

#### **SUPERVISION RESPONSIBILITIES:**

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

#### **MINIMUM QUALIFICATIONS/REQUIREMENTS:**

- Master's in Public Health, Healthcare Management, Public Health Administration, or closely related field.
- Seven years of progressive professional work experience demonstrating leadership, management, supervision, and administration in public health.
- Five years of progressive public health experience including two years in a management capacity.

- 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 finance, budgeting, accounting, and cost control procedures.
- Knowledge of the interrelationships and interdependencies among various medical and administrative services and programs within Native American communities.
- Knowledge of the provisions of P.L. 93-638, Indian Self Determination and Education Assistance Act.
- Knowledge of AAAHC and related accreditation and certification requirements.
- Knowledge of Medicaid, Medicare, and commercial billing procedures.
- Skill in coaching and consulting management, professional, and support employees.
- Skill in operating various word-processing and database software programs in a Windows environment.
- Skill in making effective decisions in emergency situations.
- Ability to interpret applicable federal, state, county, and local laws, regulations, and requirements.
- Ability to communicate effectively, both verbally and in writing.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to maintain confidentiality.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to establish and maintain professional relationships with co-workers at all levels.
- Ability to work independently and meet strict time lines.
- Ability to create and present effective speeches and presentations.
- Ability to make solid decisions and exercise independent judgment.
- Ability to be persuasive and tactful in controversial situations.

**PHYSICAL DEMANDS:**

- Talk, hear, sit, stand; use hands to handle objects, equipment, controls and reach with arms and hands.
- Position requires frequent lifting of 25 lbs.

**WORK ENVIRONMENT:**

- Work is generally performed in an interior/clinical setting with a moderate noise level.
- Employee may be exposed to unpleasant odors, bodily fluids, blood borne pathogens, hazardous material and infectious disease.
- Situations occur where surgical masks, safety goggles, gloves and protective face shields are needed.
- Frequent interaction with the public.

**PREFERENCE:**

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