



**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: 055-24**

**OPENING DATE: 04/19/2024**

**CLOSING DATE: Open Until Filled**

**POSTED: IN/OUT**

**POSITION:** Project Assistant  
**PAY GRADE:** NE3 (\$17.07/hr.-\$23.04/hr.)  
**FLSA STATUS:** Non-Exempt  
**POSITION TYPE:** Full Time  
**FUNDING SOURCE:** POI/Grant Funded  
**DEPARTMENT:** Social Services  
**REPORTS TO:** Project Coordinator  
**BACKGROUND LEVEL:** Child/Elder

**JOB PURPOSE:** Responsible for managing a range of administrative support work for the Pueblo of Isleta (POI) Social Services Supervised Visitation and Safe Exchange Program. This includes managing administrative processes such as facilitating communication between participants and team members; and coordinating schedules and meeting logistics.

*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 in this position.*

**JOB DUTIES:**

- Assists with ensuring the following services are provided to children and their non-custodial parents referred by the Pueblo of Isleta (POI) Tribal Court and/or POI Social Services Child Care Protection Team: individual counseling, support groups, provide domestic violence information and referrals to outside agencies; scheduling visits between children and non-custodial parents; ensuring safe exchanges of children between custodial and non-custodial parents.
- Meet with the Project Coordinator to identify priorities, reviews schedules and plans for upcoming needs.
- Plans and schedules Advisory Committee meetings; attends MDT and CPT meetings on a regular basis.

- Maintain control records on incoming correspondence and action documents.
- Maintains client files and ensures files include all required documents and that all documents are properly signed, and that are safely secured.
- Collects and reports data to meet reporting requirements and to assure the availability of reliable and useful program information.
- Participates in site visits as required.
- Maintains confidential information.
- Coordinates services with other professionals and paraprofessionals.
- Explains rights and responsibilities to participants in the Supervised Visitation and Safe Exchange Program.
- Performs other duties assigned.

**SUPERVISION RESPONSIBILITIES:** N/A

**MINIMUM QUALIFICATIONS/REQUIREMENTS:**

- High School Diploma or GED.
- Two (2) or more years of clerical experience preferably in a social services program setting.
- Valid New Mexico Driver's license with ability to meet Pueblo of Isleta liability insurance Requirements and maintain eligibility for insurance.
- 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 and respect of the Pueblo of Isleta culture, and traditions.
- Knowledge of available community resources.
- Knowledge of rules and procedures that govern client confidentiality.
- Effective verbal and written communication skills.
- Ability to plan and prioritize work assignments.
- Ability to work independently in a busy detail orientated environment.
- Ability to observe and report accurately on the functioning of the children and families.
- Ability to act decisively when necessary to protect clients.
- Ability to be flexible and remain calm while responding to clients and the changing environments.
- Ability to use and proficiency in computer software applications.
- Ability to work flexible hours as required, on a 24 hour on-call basis.
- Ability to interact effectively dealing with individuals who are difficult, or distressed; relates well to people from varied backgrounds and different situations; is sensitive to cultural diversity.
- Ability to handle confidential information appropriately.
- Ability to establish and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to speak Tiwa preferred.

**PHYSICAL DEMANDS:**

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

**WORK ENVIRONMENT:**

- Work is performed in a typical interior/office environment.
- Exposure to individuals with behavioral problems and potentially harmful situations that may require crisis management and other techniques to protect self and client.
- Noise level is usually moderate.

**PREFERENCE:**

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