



Vacancy Announcement

February 24, 2023

Excellent Career and Benefits Opportunities

Come and Join our Team!

Full Time Positions offers a wide range of excellent fringe benefits:

- Healthcare (medical, dental, vision, & prescription drugs)
- Paid Time Off (PTO)
- Holiday Pay
- Basic Life Insurance
- Life and AD&D Insurance
- Short-term Disability
- On-the-job training and skills development
- Employee Assistance Program
- 401K Plan

Pueblo de San Ildefonso is seeking qualified applicants for the following Full-Time Position:

Healthy Kids, Healthy Community Coordinator

(Full-Time) Deadline to Apply: Opened Until Filled

Job Summary:

Assist in the overall implementation of Healthy Kids, Healthy Community San Ildefonso (HKHC) within the Health and Human Services Department of the Pueblo de San Ildefonso. In particular, the coordinator is responsible to coordinate and provide technical assistance in three of the five HKHC settings - the Families and Community, Built Environment and Food system. HKHC aims to create healthy environments to motivate children and families to make healthy food choices, be more physically active, and achieve healthier body weight and body composition. HKHC will promote community health by implementing alcohol, drug, and commercial tobacco prevention activities that focus on youth. The HKHC is an active participating member of the San Ildefonso Pueblo's Health Council.

The list of duties & responsibilities are not all inclusive of all duties performed by this position.

Essential Duties and Responsibilities:

Develop, coordinate and operate the daily Healthy Kids, Healthy Community program activities including community engagement, data collection, communication, etc.

Develop additional partnerships through the coordination and provision of technical assistance to programs within the Tribal Administration, surrounding counties, and New Mexico State levels settings with direction from the Director of Health & Human services and/or respective Health Promotion Program Manager.

Assist with overall marketing and media campaigns aimed to promote Healthy Kids, Healthy Community program at the tribal/local level.

Engage, convene a youth-led working group.

Submit monthly updates on number of potential students in schools reached, partners working on the initiative, data collected, activities undertaken, progress made, and the challenges encountered.

Provide coordination and technical assistance to the HKHC school system working group to update school district wellness policies and strengthen school wellness policies to support efforts.

Provide coordination and technical assistance to support the State of New Mexico's Healthy Kids, Healthy Communities program, Healthy Community 5.2.1.0 challenge to motivate children to eat more fruits and vegetables, drink water, reduce screen time, and be more physically active.

Provide and/or assist in demonstration, conduct training sessions and community meetings in the area of nutrition education, physical activities, social and emotional wellness, environmental health and other areas of concern, in collaboration with other programs in HHS.

Minimum Qualifications

High school graduate with diploma or GED. Associate degree preferred. A minimum of three years experience in healthcare, community health, nutrition, physical activity, social work, liberal arts, or related health field is required. Three years experience working in a community setting with citizen groups, social service agencies and local government entities is desired for this position. Certification as a Personal Trainer or Group Fitness Instructor is desirable.

Working knowledge of computers to include MS Word and Excel software. Effective skills in both oral and written communication along with skills in public presentation/speaking. Skill in developing and promoting educational materials and methodology. Background in marketing and media to promote the community and influence policy and legislation.

Additional Qualifications

CPR and First Aid Certification.

Ability to maintain a high-level confidentiality.

Ability to make decisions independently which have minor impacts on the department.

Ability to deal with people in a manner that shows cultural sensitivity.

Must have a valid driver's license and be insurable under the Pueblo's insurance carrier.

Must be able to pass a pre-employment drug screening.

A favorable background investigation is required.

Native American preference

Contact Human Resources at 455-4155, 455-4112 or email karquero@sanipueblo.org for Job Description or for more information. Employment Applications are available on site or on the website at www.sanipueblo.org/jobs

