



PUEBLO DE SAN ILDEFONSO
Human Resources Office
02 Tunyo Po
Santa Fe, NM 87506

POSITION DESCRIPTION

POSITION: Healthy Kids, Healthy Community Coordinator

LOCATION: Department of Health & Human Service

STATUS: Non-Exempt

REPORTS TO: Director of HHS

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.

Supervision and Guidelines

Work performed is under the direct supervision of the Health & Human Services Director. Guidelines include generally accepted principles, applicable laws, rules and regulations related to the job functions, San Ildefonso Pueblo policies and procedures and supervisory and administrative instructions and directives.

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.

Provide coordination and technical assistance to establish safe, active, and welcoming outdoor space for community use.

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 Built Environment working group including staff from HHS, Education Department, Tribal schools, Transportation, and Tribal leadership to implement walk and roll to school initiatives.

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

Convene at least two HKHC stakeholders' meetings to strengthen community engagement.

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.

Assist with the administration of the Pueblo's Fitness and Wellness Program, including, but not limited to completing initial and follow-up fitness and wellness assessments for community members who are registered participants of the Program.

Open the Gym or provide opportunities for physical activity for the community at least one or two times a week.

Protect the Department of Health & Human Services values by keeping client's information confidential.

Provide all required information including but not limited to monthly reports to the NM DOH.

Participate in any monitoring activities and monthly conference call as required by NM DOH.

Maintain budget and process expenses as needed.

Prepare HKHC related monthly newsletter content to increase communication in the community.

Attend all scheduled staff meetings.

Follow all departmental and tribal administration policy and procedures

Any other duty assigned by the supervisor.

Physical Demands/Work Environment

Work is performed in an office setting. Physical demands requires sitting, standing, walking, squatting, bending, waist twisting, kneeling, climbing stairs, reaching shoulder height and below, lifting/carrying/pushing/pulling up to 20 lbs. overhead/above waist, lifting up to 50 lbs below waist, fine finger manipulation, simple/power grasp, repetitive hand/arm use; exposure to loud

Revised September 2013; Health & Human Services Director Dolly Narang; HR Manager I. Tse-Pe

Revised June 2015; Human Resources Manager, L. Abeyta

Revised February 2023; Health & Human Services Director Troy Campbell; HR Director Kathy Arquero

noise, dust, fumes, or gases; ability to differentiate color, operating motor vehicles, use of protective equipment.

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