



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

JOB VACANCY ANNOUNCEMENT

January 24, 2023

The Education Department is seeking to hire a Part-Time Home Visitor.

HOME VISITOR: Under direct supervision, the Home Visitor provides education and support through use of reflective listening and utilizes structured curriculum to provide optimal opportunities for child and family growth and development. The Home Visitor assists families in linking with relevant community resources and completes developmental and other screens as required by program standards. The Home Visitor must participate in relevant program activities, such as training and supervision. Local travel is required, as well as working some evening and weekend hours. All activities must be documented.

Inherent in the Education Department's mission is the belief that all families are capable of success if given the right opportunities and resources at the right time. Part of our work is to demonstrate and implement effective and proven early childhood and family support strategies, prenatal to age five, focused on quality, equity, and access. A critical component of such support is the Home Visiting program.

Key Areas of Responsibility:

- Provide support, education, referrals, and assistance in the home setting to families within the Pueblo de San Ildefonso.
- Attend all staff meetings and scheduled training sessions.
- Maintain an active caseload, adhering to minimum visit requirements and other guidelines as established by program standards.
- Maintain records (electronic and/or written) according to program standards and guidelines.
- Maintain confidentiality and HIPAA requirements of families receiving home visiting services.
- Demonstrate understanding of different backgrounds, family situations, and values; provide services in a culturally sensitive manner.
- Collaborate and coordinate services with other community agencies.
- Create and maintain positive relationships with referral sources and community partners.

- Submit required information for reports to funders timely and accurately.
- Maintain a record of scheduled home visits according to program guidelines.
- Perform within the prescribed limits of the Pueblo's ethics and compliance policies applied to all Pueblo employees.
- Perform other duties as assigned by supervisor.

Qualifications:

- High school diploma or GED required
- Experience working with populations served to include children ages 0-5, pregnant mothers and families representing a wide range of socio-economic and cultural backgrounds, highly preferred
- Ability to maintain accurate and current records and correspondence using both paper and electronic files.
- Excellent interpersonal communication skills
- Ability to pass a background check and pre-employment drug test
- Must be fully vaccinated against COVID-19
- CPR certified within first 90 days of employment
- Must have a valid New Mexico driver's license and be insurable through the Pueblo
- Successful completion of Infant Family Studies Certificate or Community Health Workers Certificate within 2 years of hire
- Ability to work independently and within a team setting
- Ability to work well in culturally diverse settings, which includes knowledge of local population served
- While performing the duties of this job, the employee is regularly required to walk, stand, drive, sit for long periods of time and use computer equipment and cell phones. The employee is occasionally required to reach with hands and arms, stoop, kneel, crouch or crawl. The employee must be able to lift 40 pounds. Due to the home-based model of services, the employee is required to work in participant families' homes and community resource agencies and businesses. Local travel is required, and occasional long-distance travel may be required for training purposes.

If you have any questions about this position, please contact the Pueblo's Education Department at 505-455-2635.

The Pueblo de San Ildefonso is an Equal Opportunity Employer. Preference is given to qualified Native Americans.

APPLICATION: For application, go to: <https://sanipueblo.org/jobs-rfp/> Submit your resume and an application to the Human Resources office; in person or by e-mail to karquero@sanipueblo.org Call (505) 455-4155 or (505) 455-4112 for application or job description.

DEADLINE FOR APPLYING: Open Until Filled