



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

POSITION DESCRIPTION

POSITION: Tribal Public Health Educator

LOCATION: Department of Health & Human Service

STATUS: Exempt

REPORTS TO: Director of HHS

Job Summary

Assist in the overall implementation of public health awareness and education for the Pueblo de San Ildefonso within the Health and Human Services Department (HHS) of the Pueblo de San Ildefonso. The focus of this position is to address all aspects of physical, mental, social, and nutritional health needs of Tribal Members and their families through a public health lens. In particular, the public health educator is responsible to coordinate and provide assistance to various members of the tribal public health team including community health representatives, the Health and Human Services director and the Pueblo's leadership. The Tribal Public Health Educator will promote community health by implementing strategies to for public and private health agencies and personnel to improve health disparities and meet public health mission and goals. The Tribal Public Health Educator is an active participating member of the San Ildefonso Pueblo's Health Council initiatives.

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

Plans, designs, implements, and evaluates health promotion, health education, and training programs/strategies for public and private health agencies and personnel to improve chronic health condition, communicable disease, opioid and substance use/misuse, and environmental health response to meet the public health mission and goals.

Develop additional partnerships through the coordination and provision of technical assistance to programs within the Tribal Administration, surrounding counties and Tribal communities, and New Mexico State levels settings with direction from the Director of Health & Human Services.

Develops culturally relevant educational materials, newsletters, reports, and media to enhance public health activities and awareness.

Seeks to raise health literacy, access, and linkage to care for the local tribal population.

Engages community members (e.g., focus groups, talking circles, formal meetings, key informant interviews) to build or strengthen public health activities (including communicable disease mitigation and prevention efforts) in a community.

Provides marketing and communications expertise in the development and implementation of printed and online publications, websites, presentations, and collateral materials.

Ensures that the diversity of individuals and populations is addressed in all public health educational and communication services.

Partners with organizations and online partners to develop effective and cost-efficient opportunities for message planning, research, message development, and message delivery.

Establishes and maintains effective working relationships with partners, contractors, and stakeholders.

Develops content for posting on various digital media outlets, including ensuring consistency across communication channels and working within tribal requirements and guidelines. This may require work with partners or contractors.

Provides community outreach to tribal community members.

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

Protect the HHS Department's values by keeping client's information confidential.

Develop, implement, and report findings of educational evaluations to ensure community participation, retention, and feedback of program effectiveness.

Ensure integration of educational activities, staff and resources into programs of the Pueblo de San Ildefonso HHS Department, in an effort to maximize tribal resources towards the greatest effort.

Act in an oversight capacity in collaboration with the HHS Director, and other tribal entities that provide health education to ensure consistency in messaging, approach, and evaluation throughout the entire Administration and Pueblo.

Attends public meetings to represent the tribal public health system.

Collaborates with tribal/IHS health clinics, health departments, and local community clinics to collect and maintain data.

Works with other tribal departments to collaborate on projects and coordinate events.

Maintain budget and process expenses as needed.

Identifies and utilizes available training and technical assistance resources and provides regular updates and findings to HHS director and tribal administration.

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

Minimum Qualifications

Bachelor's degree in public health, health communications, health education, social work or related field. Master's degree in public health is preferred but not required. Health Education Specialist Certification (CHES) is 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. Knowledge of American Indian/Alaska Native tribal communities & local resources.

Foundational knowledge of health equity, and cultural competence, and of diversity as it applies to individuals and populations is necessary (e.g., language, culture, values, socioeconomic status, geography, education, race, gender, age, ethnicity, sexual orientation, profession, religious affiliation, mental and physical abilities, and historical experiences. Understanding of the medical terms and principles of exposure, infection, infectious period, potentially infectious interactions, symptoms of disease, pre-and post- symptomatic and asymptomatic infection. Proficiency in Microsoft Office Suite. Familiarity with social media platforms (e.g., Twitter, Facebook, and websites) and other forms of communication such as radio and newspaper. Must be able to comply with confidentiality and HIPAA Laws. Must maintain a high standard of personal behavior, both on the job and off. Must establish and maintain effective working relationships with the Tribal administration as well as other staff and the public.

Additional Qualifications

CPR and First Aid Certification.

Ability to maintain a high level of 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