



**PUEBLO OF JEMEZ  
JOB ANNOUNCEMENT  
2023-0025  
HEALTH & HUMAN SERVICES  
ADMINISTRATION  
PUBLIC HEALTH MANAGER**

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<b>Position Title:</b>	Public Health Manager	<b>Pay Level:</b>	\$54,937 - \$82,405
<b>Position Open Date:</b>	04/10/2023 – Until Filled	<b>Department:</b>	Administration
<b>Position Status:</b>	Full-Time	<b>Classification:</b>	Exempt
<b>Supervisor:</b>	Community Programs Officer	<b>Location:</b>	Health & Human Services

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**POSITION SUMMARY:**

Responsible for the overall management of the Public Health Programs at the Pueblo of Jemez. Responsible for organizing, planning, directing, and managing multiple programs and individual grants that have a direct impact on the improvement of the overall health status of the Jemez Pueblo community.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**EDUCATION & EXPERIENCE:**

Bachelors of Science in Community Health or related field AND 4 years of professional experience in public health. Master's Degree in Community Health or related field preferred.

**REQUIRED CERTIFICATES, LICENSES TRAININGS, AND REGISTRATIONS:**

New Mexico Driver's License  
Background Investigation

**PHYSICAL DEMANDS & WORKING ENVIRONMENT:**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical office setting and use standard office equipment; stamina to sit for extended periods of time; strength and agility to lift and carry up to 20 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in over the telephone and in person.

Pueblo of Jemez – Human Resources Department  
PO BOX 100 Jemez Pueblo, New Mexico 87024  
Phone: (575) 834-6333  
Fax: (575) 834-0604  
E-mail: [humanresources@jemezpuablo.org](mailto:humanresources@jemezpuablo.org)

### **ESSENTIAL FUNCTIONS:**

- Develops and interprets goals and objectives including policies and procedures for the Public Health Programs, which vary by program and patient/client requirements. Continuously reviews and evaluates services to patients, families, and identified groups in the community
- Supervises staff in the assignment of tasks to improve workflow, services rendered, increased productivity, etc. to include staff performance evaluations, job training and orientation
- Plans, implements, and evaluates a comprehensive public health program that includes coordination of primary and secondary preventative care services and health promotion/disease prevention services rooted in the cultural strengths of the Pueblo
- Conducts comprehensive assessments of the community such as surveys, focus groups, and data analysis to determine the specific needs of the community. Updates community profile. Reviews data related to public health and determines areas of strength and weakness
- Responds to and coordinates efforts to address public health emergencies to ensure safety of the community
- Responsible for the development of annual and long-term programmatic goals and objectives
- Continuously reviews program plan to determine relevance and appropriateness of goals and objectives. Reviews project activities to determine if activities lead to expected outcomes and programmatic accountability to staff
- Acts as an advocate for community members in accessing the health care system in the most productive and positive manner possible and promotes the utilization of alternate resources to facilitate health care
- Coordinates the provision of school health services for three community schools. Works with the schools in the development and implementation of a comprehensive health education curriculum, case management services, and health promotion programming
- Responsible for staff development, education and training to acquire the necessary skills to carry out the program goals and objectives
- Prepares annual budget showing expected revenue and expenditures and conducts regular budget variance analysis as required by the H&HS Director and the applicable funding agency
- Reviews and approves financial documents such as travel requests, voucher payables, requisitions, purchase orders, and others submitted for Administrative approval and ensures conformance with established standards, current policies and procedures, correct coding and proper copy distribution
- Prepares grant applications with relevant program staff, participates as a liaison with funding agencies, and exercises budget control over program contracts and grants
- Recommends selection of staff; trains staff and provides for their professional development; administers discipline as required
- Maintains records and reports in compliance with the Privacy Act, tribal policies, and records system
- Utilizes the electronic health record, diabetes registry, and other databases for case management activities
- Represents the Pueblo with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public

### **REQUIRED KNOWLEDGE AND SKILLS:**

- Full range of professional community health principles, practices, and procedures applied in providing services to individuals, families and the community
- Community assessment concepts in order to develop plan, conduct, and evaluate a community public health program
- Current research methods and computer tracking capabilities in order to conduct surveys, field investigations and studies related to public health
- Public health evaluation, statistical analysis, and surveillance of diseases. Ability to operate software or databases for evaluation, and surveillance

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- Principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, and employee training and discipline, administrative principles and practices, including goal setting and program development, implementation and evaluation
- Principles and practices of budget development and administration
- Principles and practices of grant administration
- Applicable laws, codes and regulations, to include HIPAA, OSHA, AAAHC accreditation, and other applicable regulatory or professional standards
- Computer applications related to the work
- Fostering diversity in staff and individuals from various socioeconomic, ethnic and cultural backgrounds, in person and over the telephone, often where relations may be confrontational or strained
- Assuming leadership role
- Integrating cultural strengths and indigenous knowledge into public health programming and services offered to the Pueblo
- Planning, organizing, supervising, reviewing and evaluating the work of others
- Building consensus and involving staff in the planning and implementation of public health programs.
- Training in policies and procedures related to the work
- Developing and implementing goals, objectives, policies procedures and work standards
- Developing effective work teams and motivating individuals to meet goals and objectives and provide customer services in the most cost effective and efficient manner
- Developing and administering the budget for assigned programs
- Evaluating and coordinating medical and other services provided to the community
- Interpreting, applying, and explaining applicable laws, codes and regulations
- Using initiative and independent judgment within established policy guidelines
- Establishing and maintaining effective working relationships with those contacted in the course of the work

**To apply for the position posted, please apply as follows;**

**Send;**

**Pueblo of Jemez Job Application**

**Cover Letter**

**Professional Resume**

**To;**

**[humanresources@jemezpueblo.org](mailto:humanresources@jemezpueblo.org)**

**Or;**

**Pueblo of Jemez – Attention Human Resources Department**

**PO BOX 100**

**Jemez Pueblo, New Mexico 87024**

**Or;**

**Visit the Pueblo of Jemez Website – Careers**

**[www.Jemezpueblo.org](http://www.Jemezpueblo.org)**