



PUEBLO OF JEMEZ
JOB ANNOUNCEMENT
2024-075
EDUCATION
EARLY CHILDHOOD
HOME VISITOR

Position Title:	Home Visitor	Pay Level:	\$18.52 – \$27.78
Position Open Date:	10/3/2024 – Until Filled	Classification:	Non-exempt
Position Status:	Part-Time	Location:	Early Childhood
Supervisor:	Early Childhood Education/ Disabilities Coordinator		

POSITION SUMMARY:

Responsible for working with families and children prenatal to age 5. Home visits will be conducted throughout the month to support families in goal setting, do age-appropriate activities, provide breastfeeding education, language immersion, and listening to families' experiences, success, and barriers in supporting their developing child. In addition, the Home Visitor will assist families in navigating local, state, and community resources and will complete developmental and other screenings as required by the program standards of First Born and More. The Home Visitor must participate in relevant program activities with the LANL Foundation and other Pueblos participating in the Home Visiting Program, as well as training and meetings offered by the state First Born and More office in Santa Fe.

This job description indicates, in general, the nature and levels of work, knowledge, skills, and other essential functions expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties required.

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:

High School diploma or General Equivalency Diploma (GED); AND willing to obtain a Child Development Certificate (CDC) and Community Health Worker Certificate (CHW) or Infant Family Studies Certificate within 2 years of employment. Some higher education in early childhood education, social work, counseling, or related field is preferred. 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.

REQUIRED CERTIFICATES, LICENSES TRAININGS, AND REGISTRATIONS:

New Mexico Driver's License

Background Investigation

CPR, First Aid and Food Handler's certification within (30) days of date of employment.

Obtain a FAN (Facilitating Attuned Interactions) certification within one year of hire.

If required, successful completion of Infant Family Studies Certificate within 2 years of hire.

Additional job-related training and certification may be required.

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 enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to walk, stand, drive, sit 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 and 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 participants families' homes and community resource agencies and businesses. Extensive local travel is required, and occasional long-distance travel may be required for training purposes.

ESSENTIAL FUNCTIONS:

- Provide support, education, referrals, and assistance in the home setting (or possible other settings chosen by the family) to parents within Jemez Pueblo.
- Attend all staff meetings and schedules training sessions.
- Develop and education and training plan in collaboration with LANL Foundation to learn the First-Born curriculum along with other training opportunities that will support professional growth and understanding of child and family development.
- Ability to maintain accurate and current records and correspondence using both paper and electronic files.
- Work in a community of learning with the other Pueblos who have a Home Visiting Program.
- Organize community and family engagement opportunities that will provide education and learning of maintaining strong relationships between child and caregiver- this could include some evening and weekends.
- Enroll up to 10 families to participate in Home Visiting and begin building relationships to conduct culturally supportive home visits.
- Develop brochures and other marketing materials to recruit families into the program.
- Demonstrate understanding of different backgrounds, family culture and values and work to strengthen relationships and resources for families.
- Collaborate and coordinate services with other community agencies.
- Create and maintain positive relationships with referral sources and community partners.

- Submit progress reports on a monthly basis that identifies successes, barriers and strategic planning.
- Maintain a record of home visits and outcomes.
- Perform other duties as assigned.

REQUIRED KNOWLEDGE AND SKILLS:

Knowledge of:

- Jemez-Towa language.
- Safety principles, practices and equipment related to the work.
- Customer service and public relations methods and practices.
- Empathy, compassion, and understanding when working with families and young children.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic, and cultural backgrounds, in person and over the telephone.

Skill in:

- Ability to support in teaching the Jemez language.
- Understanding and following oral and written directions.
- Contributing effectively to the accomplishment of team or work unit goals, objectives, and activities.
- Using initiative and independent judgment within established procedural guidelines.
- Ability to adapt to each unique family.
- Ability to adapt lessons and develop plans when visiting with each unique family.
- Ability to work well in culturally diverse settings.
- Ability to work independently and within a team setting.
- Communicating effectively in oral and written forms.

To apply for the position posted, please apply as follows

Send;

Pueblo of Jemez Job Application

To;

humanresources@jemezpueblo.org

Or;

Pueblo of Jemez-Attention Human Resources Department

PO Box 100

Jemez Pueblo, NM 87024