



PUEBLO OF JEMEZ  
JOB ANNOUNCEMENT  
2024-083  
JEMEZ HEALTH & HUMAN SERVICES  
SENIOR CENTER  
H.O.M.E SERVICES/VOLUNTEER COORDINATOR

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<b>Position Title:</b>	H.O.M. E Services/Volunteer Coordinator	<b>Pay Level:</b>	\$20.13-\$30.20
<b>Position Open Date:</b>	10/17/2024 – Until Filled	<b>Classification:</b>	Non-Exempt
<b>Position Status:</b>	Full-Time	<b>Location:</b>	Senior Center
<b>Supervisor:</b>	Senior Center Program Manager		

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**POSITION SUMMARY:**

Responsible for providing home and outside maintenance to the elderly to help them remain independent and living in their own homes. Coordinator will aid with home chores and/or home repair services at the residences of the senior citizens within the community of Jemez Pueblo. Position will coordinate volunteer Services for the Pueblo of Jemez Elders through the Senior Companion Program, which is part of the Senior Corps Program.

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); Two (2) years of experience in providing home repair and housekeeping services. Certified in installation of safety equipment.

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

- New Mexico Driver’s License
- Background Investigation
- First Aid & CPR certification within six (6) months of date of employment.
- Food Handlers certification within 30 days of date of employment.

## **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.

Mobility to work in a typical office setting and use standard office equipment; stamina and agility to operate hand tool and power equipment and perform maintenance duties; strength and agility to lift and carry up to 50 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in over the telephone and in person.

## **ESSENTIAL FUNCTIONS:**

- Conducts home visits to senior citizen's homes to advocate, interpret and/or inform them of the many services and activities available with the Senior Citizens Program and JHHS.
- Performs home chores as requested by senior clients to include minor repairs throughout the home as possible.
- Conducts home assessments in collaboration with POJ and JHHS Programs to ensure home safety.
- Installs safety equipment as needed, and referred, to provide safer and easier access within the home and entry into and out of residence.
- Coordinates efforts of volunteers who participates in the Senior Companion Program.
- Works directly with Senior Companion Program to recruit, retain and execute volunteer services.
- Reports problems and the need for additional client services, including medical care within the home. Will order supplies as needed.
- Maintains accurate records regarding work performed, including monies spent and mileage driven.
- Operates and adjusts a variety of hand and power tools and equipment common to the maintenance tasks performed.
- Contributes to the overall quality of the unit's service provision by developing and coordinating work teams and by reviewing, recommending, and implementing improved policies and procedures.
- Represents the Pueblo with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.
- Assisting with Program activities as needed.

## **REQUIRED KNOWLEDGE AND SKILLS:**

Knowledge of:

- Towa language.
- Practices and techniques for maintaining a household.
- Business arithmetic.
- Use and minor maintenance of commonly used hand and power general maintenance tools and equipment.
- Basic painting, plumbing and carpentry methods, tools, and techniques.
- Safety practices related to the work.

- Record keeping practices.
- Basic personal hygiene techniques.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic, and cultural backgrounds, in person and over the telephone.

Skill in:

- Safely using and maintaining hand and power tools related to the work.
- Making accurate arithmetic calculations.
- Performing general maintenance and housekeeping duties.
- Preparing and maintaining clear and concise records of work performed.
- Contributing effectively to the accomplishment of team or work until goals, objectives, and activities.
- Using tact, discretion, and prudence in dealing with youth and families contacted in the course of the work.
- Dealing successfully with a variety of individuals from various socio-economic, ethnic, and cultural backgrounds, in person and over the telephone, often where relations may be confrontational or strained.
- 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](mailto:humanresources@jemezpueblo.org)**

**Or;**

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

**PO Box 100**

**Jemez Pueblo, NM 87024**