

PUEBLO OF LAGUNA
JOB ANNOUNCEMENT NO. 2017-09A

OPEN TO IN-HOUSE AND EXTERNAL APPLICANTS

POSITION:	Health Education Program Manager
OPENING DATE:	February 6, 2017
CLOSING DATE:	Open Until Filled
DEPARTMENT:	Community Health and Wellness
SALARY RANGE:	E-13; \$38,421- \$57,632

Position Summary:

Under general direction of the CHW Director, the Health Education Program Manager develops and oversees programs that promote healthy lifestyles and disease prevention. Provides education, information, and overall wellness services to the community. Maintains confidentiality of privileged information. Consistently applies the Pueblo's Core Values in support of Workforce Excellence.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:

- Coordinates and conducts individual health education counseling sessions with clients.
- Facilitates group health education classes, talking circles, and support groups; explains and demonstrates principles and application of health education and wellness concepts.
- Educates and instructs on self-care management of diabetes and other chronic diseases.
- Implements various modalities, evidence based and culturally relevant health education, prevention and intervention programs to address chronic health issues.
- Develops and implements monthly and annual health, wellness, prevention and intervention campaigns in the community.
- Conducts vitals screenings for the community; ensures accuracy of screening and charting.
- Consults with medical and non-medical staff on specific client cases.
- Makes client referrals to other agencies as needed or directed.
- Assesses programming to determine effectiveness, relevance, and compliance with program goals and objectives.
- Manages program's grants and contracts; ensures Scope of Work compliance; complies with reporting requirements; and maintains positive working relationships with grantors.
- Manages and monitors program budgets; prepares budget modifications if required; ensures correct coding of purchases and invoices, maintains positive communication with accounting staff to ensure accurate status of program budgets.
- Documents direct care services provided through Patient Centered Care (PCC) -electronic health record or other required reporting system.
- Ensures the confidentiality of privileged information.
- Develops, maintains and manages client care plans.
- Develops narrative, statistical, and financial reports as required.
- Ensures relevant collection of data for evaluation of class participation, curriculum, and special projects.
- Assists in the hiring process of contractors and seasonal staff by participating in interviews and making recommendations.
- Supervises program's contractors and seasonal staff; assigns tasks/projects; reviews and monitors progress; coaches and trains to improve job effectiveness.
- Recognizes and celebrates achievements.
- Encourages feedback from staff for continued program improvement.
- Develops proposals and responds to Requests for Proposals relevant to program goals and objectives.

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- Obtains CPR Certification within one year of hire; maintains certification throughout employment.
- Obtains Certified Health Education Specialist (SOPHE) credentials within one year of hire; maintains certification throughout employment.
- Maintains professional knowledge by conducting research, attending classes and conferences; conferring with relevant resources.
- Contributes to a team effort towards accomplishing tasks and achieving results as required.
- Performs other duties as required.

Minimum Qualifications:

- Bachelor Degree in Health Education, Community Health Education, Public Health Education, or Public Health Administration field required.
- Seven years of work experience in health education, prevention, or counseling, including two years of supervisory experience required.
- Master’s Degree in Health Education, Community Health Education, or Public Health Administration field preferred.
- Certified Health Education Specialist (SOPHE) or Certified Health Education Specialist (CHES) credentials preferred.
- CPR certification preferred.
- Fluency in the Laguna language preferred.

Background Investigation Requirements:

The Pueblo of Laguna has a Suitability Policy for background investigation processes. Every position in the government operation is reviewed and designated at one of three risk levels. The determination is commensurate with public trust responsibilities and attributes of the position which includes job duties. The Health Education Program Manager is designated as a High Risk Public Trust (HRT) position.

Type of Background Investigation	Required
Pre-Employment Drug Screening	X
Background Investigation (Criminal Check, Sex Offender Check, Social Security Trace, Driving Record, Civil Court Check – if applicable, Tribal Criminal Check – if applicable)	X
Employment Verification, Education / License Verification, Personal Reference Verification	X
Fingerprint Verification	X
Must Be Able to Drive a Pueblo Issued Vehicle	X
Other	

Knowledge, Abilities, and Skills:

- Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
- Knowledge of health education models targeting various chronic diseases and health promotion.
- Knowledge of vital signs and chronic disease indicators.
- Knowledge of traditional and cultural health care practices.
- Knowledge of data collection for needs assessments, design of programs, and evaluation of current and proposed programs.
- Knowledge of relevant health care resources and programs.
- Knowledge of HIPPA and patient confidentiality and consent requirements.
- Ability to communicate effectively, both verbally and in writing. Fluency in the Laguna language preferred.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.

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- Ability to maintain confidentiality.
- Ability to work independently, meet strict time lines, and make solid decisions.
- Ability to gather and elicit public input on health needs; to advocate for individual and community needs.
- Ability to be innovative, creative, and flexible; create and present effective presentations for diverse audiences.
- Ability to articulate ideas, thoughts and concepts in a professional manner.
- Ability to work as part of a team within the tribal health and community health systems.
- Ability to develop and implement goals, objectives and evidence based outcomes for programs and grant requirements.
- Skills in completing health screenings and using standard OSHA practices.
- Skill in computer use including Word, Excel, Outlook, PowerPoint and software unique to program.
- Skill in planning and organizing group activities, and in preparing project time lines.
- Skill and ability to provide supervision; to motivate staff; to promote creativity, cooperation, and self-responsibility.
- Skill in preparing reports and correspondence.

Physical Demands:

While performing the duties of this job, the employee regularly is required to sit; use hands and fingers to handle, or feel; reach with hands and arms; and talk or hear. The employee occasionally is required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally be able to move up to 30 pounds using appropriate safety measures.

Work Environment:

Work is generally performed in an office setting with moderate noise. Evening and weekend work required for special programs, projects and groups. Daily interaction with the public, management, health service providers, and others. Travel is required for training, meetings, and other events.

Application Instructions:

- Go to www.lagunapueblo-nsn.gov and click on Employment Opportunities for application instructions and application form. ***Read instructions prior to completing application form; incomplete applications will not be considered.*** Resumes are encouraged but not in lieu of a complete application form.
- All hand delivered documents must be received by the Human Resources Office no later than 4:30 pm (MDT) on the closing date. All electronically mailed documents must be received by the Human Resources Office no later than 11:59pm (MDT) on the closing date.
- Application packets may be submitted by one of the following methods:
 1. E-mail to POEmployment@lagunapueblo-nsn.gov;
 2. Mail to Pueblo of Laguna Human Resources; P.O. Box 194; Laguna, NM 87026
 3. Deliver to the Human Resources Office, 22 Capital Drive; Laguna, NM
 4. Fax to (505) 552-9675
- For more information, contact Johanna Wade, at (505) 552-5785 or by e-mail at the above address.