



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
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VACANCY ANNOUNCEMENT

POSTING NO: 021-25

OPENING DATE: 02/05/2025

CLOSING DATE: Open Until Filled

POSTED: IN/OUT

POSITION: Health Promotion Specialist
PAY GRADE: E5 (\$26.30/hr. - \$36.83/hr.)
FLSA STATUS: Non-Exempt
POSITION TYPE: Full Time
FUNDING SOURCE: Grant Funded
DEPARTMENT: Health Services
REPORTS TO: Director, Public Health Services
BACKGROUND LEVEL: Child/Elder

JOB PURPOSE: Under the supervision of the Director of Public Health Services, plans, implements, and evaluates health education and health behavior programs and activities for individual, group and community needs. The Health Educator is responsible for planning, implementing, and evaluating culturally relevant health education and promotion activities within the tribal community. This role focuses on improving health outcomes by increasing awareness, promoting healthy behaviors, and addressing the unique needs of the community in alignment with tribal traditions and values.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

JOB DUTIES:

Community Engagement and Outreach

- Build and maintain strong relationships with tribal members, leaders, and community organizations.
- Conduct outreach activities to promote health programs and services.
- Serve as a liaison between the Health Center and the community to ensure alignment with tribal culture and practices.

- Identifies training needs for the Isleta Health Center employees and organizes training for employees.
- Presents lectures and training, as appropriate; facilitates discussion and learning groups.
- Provides assistance with public health initiatives and programs.
- Participates or chair in a Isleta Health Center committee and public relations events and activities.
- Maintains confidential information.
- Performs other duties as assigned.

Health Education and Promotion

- Design and deliver health education programs on topics such as, but not limited to, nutrition, diabetes prevention, substance abuse, maternal and child health, mental health, and chronic disease management.
- Develop culturally relevant educational materials, presentations, and activities.
- Organize and participate in health fairs, workshops, and community events.
- Raises community awareness about pertinent health topics through the monthly health education bulletin board and distribution of monthly newsletter articles, educational fliers and brochures.
- Plans, prepares, implements and evaluates school health programs including: Germs 101, Dental Health 101, Puberty Education, Injury Prevention, Tobacco Use Prevention and other pertinent topics.

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Program Planning and Implementation

- Collaborate with tribal departments to identify community health priorities.
- Plan, implement, and evaluate programs tailored to meet the needs of the community.
- Monitor and report on program progress, outcomes, and impact.
- Evaluates educational interventions and revises accordingly.
- Manages annual health education budget and grants awarded to Health Education unit.
- Writes proposals and grants to secure additional funding for continuation and expansion of services.
- Plans, prepares, promotes and evaluates annual community health fair or the Isleta Health Center Open House.

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Health Advocacy

- Advocate for health equity and access to care for all community members.
- Provide resources and referrals to individuals seeking additional health support or services.
- Address barriers to health services, including transportation, language, and cultural differences.
- Presents lectures and training, as appropriate; facilitates discussion and learning groups.

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Data Collection and Reporting

- Assist in gathering health data and conducting community needs assessments.

- Maintain accurate records of activities, attendance, and feedback.
- Prepare reports and share findings with leadership to inform decision-making.
- Assesses health education and health behavior needs based upon provider and community input and health status indicators.
- Plans and prepares the Isleta Health Center Newsletter with support from staff.

SUPERVISION RESPONSIBILITIES: N/A

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- Bachelor's Degree in Public Health, Community Health, Education or related field preferred. Relevant work experience may substitute for education requirements.
- Three years' work experience as a health educator; or equivalent combination of education and experience.
- CPR Certification.
- Community Health Education Specialist (CHES) Certification.
- Must be able to pass a TB screening.
- Must provide written copy of immunization record prior to employment.
- Valid New Mexico driver's license with ability to meet Pueblo of Isleta liability insurance requirements and maintain eligibility for insurance.
- Must pass background check for position.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
- Knowledge of health education theory and practice.
- Knowledge of community health services, agencies and resources.
- Knowledge of child and adult learning patterns and principles.
- Knowledge of community health assessment, including tools and techniques.
- Knowledge of office functions, procedures, and policies.
- Skill in operating various word-processing and database software programs.
- Skill in treating patients with tact, courtesy, and respect.
- Ability to plan and evaluate educational interventions.
- Ability to set priorities and create program and lesson plans.
- Ability to conduct literature searches and perform research.
- Ability to operate computer, audio-visual equipment and office machines.
- Ability to read education materials and computer monitor.
- Ability to communicate clearly and accurately to individuals and large groups.
- Ability to maintain confidentiality.
- Ability to work a varied schedule, including weekends and evenings.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to communicate efficiently and effectively both verbally and in writing.
- Ability to handle multiple tasks and meet deadlines.
- Ability to exercise independent judgment.

PHYSICAL DEMANDS:

- Talk, hear sit, stand; use hands to handle objects, equipment, controls and reach with arms and hands.
- Position requires frequent lifting of 25 lbs.

WORK ENVIRONMENT:

- Work is performed in a typical interior/office, health clinic or community environment with a moderate noise level.
- Employee may be exposed to unpleasant odors, bodily fluids, blood borne pathogens, hazardous material and infectious disease.
- Situations may occur where surgical masks, safety goggles, gloves and protective face shields are needed.
- Frequent interaction with the public.
- May require afterhours events and travel.

PREFERENCE:

Tribal and Native American Indian preference shall apply to all positions at Pueblo of Isleta.