



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
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VACANCY ANNOUNCEMENT

POSTING NO: 031-25

OPENING DATE: 03/04/2025

CLOSING DATE: Open Until Filled

POSTED: IN/OUT

POSITION: Health Coordinator
PAY GRADE: E6 (\$28.94/hr. - \$40.51/hr.)
FLSA STATUS: Exempt
POSITION TYPE: Full Time
FUNDING SOURCE: Grant Funded
DEPARTMENT: Head Start
REPORTS TO: Executive Director, Head Start
BACKGROUND LEVEL: Child/Elder

JOB PURPOSE: The Health Coordinator organizes, administers and coordinates comprehensive health services for Head Start/Early Head Start and Child Care children, families and staff.

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 in this position.

JOB DUTIES:

- Coordinates and collaborates with Head Start Management team, staff, parents, and members of the Parent Policy Council to review and evaluate the existing program, including development and implementation of a system for monitoring quality of the program and compliance with standards/regulations.
- Links families with an ongoing system of health care, assist parents in the selection of health providers, refers families with child or family health problems, and promotes family involvement in all aspects of the health program.
- Coordinates with health care professionals and service providers to ensure that Health Performance Standards of the program are met, to include: parent meetings, child health screenings, child health record reviews and classroom observations.
- Promotes health and safety practices in the program and coordinates safety and sanitation procedures, first aid, and emergency medical procedures.

- Orders and maintains first aid and safety supplies.
- Serves as primary contact for administration of daily medication and basic first aid.
- Develops and implements Performance Standards Health Work Plan.
- Implements a variety of presentations and training with Head Start staff and parents related to federally mandated health prevention and intervention issues.
- Provides necessary health education | counseling for parents develops and implements a plan and system of monitoring and evaluating health activities, providing staff with feedback.
- Provides technical assistance to Head Start & Child Care staff to ensure that component goals and objectives are monitored and achieved.
- Ensures Health program resources reflect the cultural heritage of the children and community.
- Coordinates Head Start/Early Head Start Health Advisory Committee; convenes three meetings per year.
- Participates in professional development through attendance at meetings, training sessions, or workshops.
- Recommends corrective action in areas of weakness/non-compliance identified by staff, professionals or audits.
- Writes detailed records and reports.
- Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES: N/A

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- BS in Health Education, Home Economics, Public Health or related field.
- Two (2) years' experience in children's Health or Early Childhood program.
- Tiwa speaking preferred.
- CPR and First Aid certifications.
- 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 health related services to the community.
- Knowledge of and ability to implement Head Start Performance Standards and state and local licensing requirements.
- Knowledge of Department of Health regulations.
- Knowledgeable of physical, emotional social/cognitive development in children ages birth to 5 years.
- Ability to adapt professional expertise to the needs of Early Head Start families.
- Ability to communicate and work with diverse families and professionals.
- Ability to perform vision and hearing screenings of pre-school children.
- Ability to guide staff in obtaining medical and dental results.
- Ability and willingness to work in a program located in a high-risk, low-income community.
- Ability to respect the dignity of each family, culture, customs and beliefs.

- Proven ability to function as a leader, as well as a team member.
- Ability to exercise discretion in handling confidential information and materials.
- Ability to communicate and respond in a manner that consistently demonstrates respect and concern.
- Must have excellent organizational skills and proven ability to work within prescribed timelines.
- Must have excellent written and verbal communication skills.
- Intermediate knowledge of computer applications, word-processing software in a Windows environment and ability to learn and master other computer technology /software as needed.
- Valid New Mexico Driver license with the ability to meet POI liability insurance requirements and maintain eligibility in order to drive tribal or personal vehicles in the performance of job duties.

PHYSICAL DEMANDS:

- Extensive interaction with small children.
- Stoops, kneels, bends, etc. in order to get down to a child's level.
- Talk, hear sit, stand; use hands to handle objects, equipment, controls and reach with arms and hands.
- Position requires frequent lifting of 50lbs.

WORK ENVIRONMENT:

- Work is performed in a typical interior/office environment.
- Work is performed in a childcare center with high noise level.
- Exposure to unpleasant odors and infectious disease.
- Travel is required.

PREFERENCE:

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