



# Vacancy Announcement

## Health & Human Services – Health & Wellness

Pueblo of Acoma Human Resources Department P.O. Box 348, Acoma, NM 87034 ▪ 505-552-6728 ▪ [www.puebloofacoma.org](http://www.puebloofacoma.org)

**JOB TITLE: Wellness Manager (Full-Time w/Benefits) PAY RATE: \$15.50/hr**

**OPENING DATE: February 22, 2022**

**CLOSING DATE: March 21, 2022**

### POSITION PURPOSE

Under general direction of the Health & Wellness Director, responsible for developing and coordinating the wellness programming on the Pueblo of Acoma, including, but not limited to general fitness programs for adults and children and alternative health programs (e.g., acupuncture, message therapy, yoga, etc.). The Wellness Manager will collaborate with the Health Educator and the Community Health Manager to provide supportive complimentary services for tribal members receiving services from Community Health Workers and Community Health Specialists with the aim of preventing and/or reducing the severity of underlying health conditions that impact vulnerability to other diseases.

### ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

1. Collaborates with medical clinic, community, prevention, and behavioral health staff to support goals related to full integration and patient centered care.
2. Provides direct supervision to the program Wellness Specialists.
3. Under the supervision of the Health & Wellness Department director, manages Wellness staff employment evaluations, including promotions and disciplinary actions.
4. Participates in multi-disciplinary case staffing sessions to help coordinate care across disciplines and departments internal and external to the Health & Human Services Division.
5. Ensures that patients receive timely and culturally sensitive support services and interventions that are in alignment with person-centered care plans.
6. Contributes to programmatic support activities, including reporting, quality improvement initiatives, outreach to eligible participants and creation of programmatic materials.
7. Assists in developing new programs and revising current programs as indicated by program evaluation and demographic changes.
8. Coordinates workshops, training sessions, and community events to educate the community in various health related conditions (Face-face and virtual, depending on the public health status on the pueblo).
9. Ensures projects are completed according to time and budget schedules, and that objectives conform to HHSD division overall standards and operations objectives and project requirements.
10. Promotes health care by providing oversight to the Wellness Specialist case management strategies.
11. Ensures case notes and services plans are implemented in a timely manner and are entered into the EMR to support the continuum of care of multiple providers.
12. Develops creative program materials, including promotional information.
13. Understand the stages of change in relation to behavior modification programming.
14. Integrate wellness/fitness program initiatives into culture and organizational mission.
15. Update professional and technical knowledge by conducting research; attending seminars, educational workshops, classes and conferences; reviewing professional publications; establishing networks; participating in professional organizations; conferring with representatives of contracting agencies and related organizations.
16. Mentors staff through on-boarding, open communication, training and development opportunities and performance management processes; builds and maintains employee morale and motivation; ensures the team is appropriately staffed with required competencies; fosters a diverse and inclusive workplace.
17. Performs other duties as required.

### MINIMUM QUALIFICATIONS

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| Experience: | <ul style="list-style-type: none"><li>• Three years' experience in health and wellness education</li><li>• Experience as a group fitness instructor</li><li>• Supervisor experience</li></ul>  |
| Education:  | <ul style="list-style-type: none"><li>• Associate Degree Sports and Health Sciences or relevant health field</li></ul> <p>OR</p> <ul style="list-style-type: none"><li>• An Equivalent combination of education and experience that show the ability to perform the required job duties.</li></ul> |
| Other:      | <ul style="list-style-type: none"><li>• Certified in CPR and First Aid within three months of employment</li><li>• Certified Fitness and/or Personal Trainer or Certified Wellness Coach</li></ul>   |

### **PREFERRED QUALIFICATIONS**

- Bachelor's degree in Sports Medicine or health related field
- Keres speaking
- Comprehensive Community Support Worker Certification

### **MANDATORY KNOWLEDGE, SKILLS & ABILITIES**

- A record of satisfactory performance in all prior employment as evidenced by positive employment references from previous employers
- Knowledge of Pueblo's traditional form of government, culture, and traditions
- Knowledge of the functions and structure of the pueblo of Acoma
- Knowledge of applicable federal, state, county, and local laws, regulations, and requirements
- Knowledge of health programs' principals, practices, and procedures
- Knowledge of health promotion and disease/injury prevention concepts and practices including physical fitness programming, wellness classes, and self-care
- Knowledge of business English, proper spelling, grammar, punctuation, and basic arithmetic
- Skill in operating business computers and office machines, including in a Windows environment, specifically Word, Excel, Access, and presentation software (such as PowerPoint)
- Practice effective communication strategies in the English language, and preferably in the Keres language, both verbally and in writing
- Cultivate collaborative relationships with colleagues, tribal members, and other community stakeholders from varying social and cultural backgrounds.
- Embrace a culture of compassion and connection as a leadership strategy for team building within the department and HHS division.
- Seek out alternative approaches to supporting and strengthening the tribal community capacity for health and overall resilience.
- Ability to maintain confidentiality
- Demonstrate critical thinking ability to analyze situations and adopt appropriate courses of action
- Understand and apply effective practice management strategies to ensure timely completion of tasks
- Demonstrate clear decision-making skills, especially in emergent situations.
- Practice self-care Ability to demonstrate excellence in everything, and continually seek improvement in results
- Demonstrate innovation, creativity, and flexibility
- Understand and apply applicable federal, state, county, and local laws, regulations, requirements, ordinances, and legislation
- Willingness to perform other duties as assigned

## INDIAN PREFERENCE

The Pueblo of Acoma has implemented an Indian Preference Policy. It is the policy of the Pueblo of Acoma to give preference to any qualified person who is an enrolled member of a federally recognized Tribe.

The application of Indian Preference is not automatic. Applicants requesting consideration for Indian Preference must provide valid Tribal enrollment documents certifying his/her Indian blood quantum.

Aside from employment preference as provided in this section, the Pueblo of Acoma shall not discriminate because of race, creed, age, sex, color, national origin, religion, sexual orientation, marital status, medical disability or political affiliation.

## OTHER

- Confidentiality:** All employees must uphold all principles of confidentiality to the fullest extent. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination. An employee will be asked to sign a confidentiality statement upon hire.
- Background investigation:** This position may be subject to a criminal history background check, a suitability background check and/or a Fair Credit Reporting Act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act." Candidates must be able to successfully pass all required background checks to qualify for this position.
- Health Requirement:** None.
- Driver Check:** All applicants must possess a current valid Driver's License and must be insurable through Tribal Automotive Insurance Carrier to qualify for position.
- Drug screening:** All applicants must successfully pass a pre-employment drug screening prior to beginning employment and may be subject to random drug testing.

*To apply, applications are available in the Acoma Human Resource (HR) Office or on-line at [www.puebloofacoma.org](http://www.puebloofacoma.org). All applications must be submitted to the Acoma HR Office for consideration by the closing date of the announcement. All applicants will be given consideration; however, not all applicants will necessarily be contacted or interviewed.*

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*Pueblo of Acoma is a Drug Free Workplace.*