



Human Resources Department Pueblo of Santo Domingo

JOB ANNOUNCEMENT

POSITION TITLE: Project Coordinator (Tribal Injury Prevention Grant)

SALARY RANGE: \$35,568-\$41,600

DEPARTMENT: CHR

POSITION STATUS: Full Time, Exempt

SUPERVISOR: Iris Reano, CHR Manager

JOB POSTING ID: 210906

Open till filled

Santo Domingo Tribe exercises Indian Preference in employment opportunities but otherwise supports non-discrimination on the basis of age, sex, religion, disability, color, race, or national origin, except where required by bona fide business necessity

BASIC PURPOSE:

Incumbent in this position will be the Project Director/ Principal Investigator for the Injury Prevention Coordinator. The incumbent will direct, supervise, plan, and oversee hands on day to day all aspects of grant scopes of work, objectives, terms, conditions, time frames and monitoring and documentation of services and activities. The services are provided in a Pueblo community with Pueblo norms, traditions and unique environment and expected outcomes of grant workplans. The coordinator will have unique service challenges, assure data/reporting collections with grant evaluation processes expected. The position will have public access and exposure, require public speaking and work with many programs and agencies. Working knowledge of Kewa Pueblo norms, values, traditions, home life and federal health service systems is valuable.

The coordinator will be the primary contact in assessing, performing yearly grant objectives, fostering inter disciplinary team approaches, outcomes, and coordination of overall performance. The identified age group identified will play a major part of program direction and service expectations. As a member of the KFWC, CHR and community-based providers, services are provided in a coordinated patient/family centered manner with activities such communications with providers, agencies, elderly, tribal programs, leadership and CHRs. Quality standards established by Grant, KFWC, Tribal. State and Federal Standards/certifications will be followed.

TYPICAL FUNCTIONS:

- Develops, plans, and reviews Injury grant objectives and requirements based with coordination with local tribal providers and CHR program manager directives. KFWC requirements will also be considered.
- Determines how to meet grant objectives by year, assess progress, monitor, and plan all activities in a coordinated approach regarding elderly client and prevention strategies. Provide orientation, grant awareness and objectives to multidisciplinary local and regional health partners. Verify and document outcomes, observe, evaluate services and be accessible with all health partners.
- Analyze data relative to the two and yearly objectives, communicates problems, documents report and evaluations and grant workplans and requirements. Follow up with all directed issues and assures all communications are regularly made to KFWC/CHR management and funding agency.
- Conducts interdisciplinary meetings, open discussions with tribal elderly and tribal commitment programs and partners and serves as spokesperson of injury grant services and objectives.
- Meets all training requirements, meetings, assigned activities within the scope of grant requirements. Assures competence and quality assurance of injury prevention activities.
- Establishes a data and grant performance instruments, documents all administrative and financial actions, and keeps records based on policies and grant requirements.

- Develops and coordinates sustaining prevention activities through additional funding, public awareness, updating KFWC and tribal leadership on elderly and yearly objectives support. Media and public sharing of elderly objectives and progress.
- Maintains grant records, official documents, logs, objective and workplan progress following KFWC requirements and reporting requirements.
- Reports any problems, concerns, observations based on urgency, need, and timeliness following written incident reporting requirements or calls.
- Will work with various health partners including clinics, tribal elderly, courts, housing, social services, tribal officials, families, and other agencies serving the elderly client and KFWC activities.
- Other duties as assigned will be followed based on program/grant needs and as directed by supervisor.

REQUIRED COMPETENCIES:

- **Integrity / Honesty**

All Santo Domingo Tribe employees must operate in an ethical manner by following all Santo Domingo Tribe policies and procedures relating to HIPAA, handling, and tracking confidential client information, and proper behavior between staff and patients. Incumbent must conduct oneself above the appearance of doing something wrong.

- **Teamwork**

All Santo Domingo Tribe employees must be competent in working effectively with division members and members of other divisions to resolve common issues or problems as well as listening and seeking others' perspective on how to complete assignments. Keeps others informed and up to date about tasks, progress, or projects.

- **Goal and Task Management**

Incumbents in this job need to be able to plan, prioritize, set goals, establish standards, coordinate tasks, show concern for deadlines, and track progress with respect to personal performance.

- **Collect and Organize Information**

Incumbents in this job need to be able to identify, systematically collect, and organize information for use by self or others in an organization.

- **Interpersonal Skills (Working with Others)**

Incumbent in this position must be able to communicate one's feelings, preferences, needs, and opinions in a way that is neither threatening nor punishing to another person, while at the same time recognizing effort of others and praising that effort.

MINIMUM QUALIFICATIONS:

- A bachelor's degree is preferred. Or at least two years' experience working in a prevention, epidemiological program, health education, health care setting, or facility is required. Previous overseeing grant/project experience with a southwest tribal program is beneficial and preferred.
- Basic coordination skills, meeting grant requirement and reporting, ability to encourage and develop new and vibrant activities of elderly with good public speaking skills is preferred.
- An understanding of southwest natives or Pueblo communal life and experience and elderly risk factors including the social determinants of health framework is preferred.
- Knowledge and understanding of Kewa home life, community living, community norms, and traditions will be expected to be learned.
- Must be able to have skills in analyzing, independent decision making, resolve conflict, communicate to patients, community, and leadership, have good verbal and written communication abilities.
- Must have good working knowledge of Microsoft Office Suite products including Word, Excel, PowerPoint, Outlook
- Must be able to have skills in analyzing, independent decision making, resolve conflict, communicate to patients, community, and leadership, have good verbal and written communication abilities.
- Must understand hours could vary, time beyond normal workday, evenings, weekends, holidays schedules based on individual and community needs following KFWC directives and policies.
- Must meet all KFWC and Santo Domingo Pueblo Tribal Programs HR policy requirements including background checks, valid Driver's license updates, Courts of competent jurisdiction clearance, medical and administrative requirements. This will include Privacy Act and HIPAA regulations.

HOW TO APPLY

Please submit complete application packet.

- By email: SDTHumanResources@kewa-nsn.us, subject line: **Project Coordinator (Tribal Prevention Grant) – [Your Name]**
- By mail: Santo Domingo Pueblo Human Resources, PO Box 127, Santo Domingo NM 87052
- By fax: (505) 715-4416 Attn: Human Resources
- Online: <https://santodomingopueblo.isolvedhire.com>
- In person: Human Resources Department, 10 Tesuque St, Santo Domingo NM 87052

Incomplete application packets may delay or exclude consideration of your application. A complete application packet includes the following:

- Santo Domingo Pueblo Employment Application
- Cover Letter
- Resume