

Human Resources Department Pueblo of Santo Domingo



JOB ANNOUNCEMENT

POSITION TITLE: Wellness Coordinator

SALARY RANGE: \$17-\$21, DOE

DEPARTMENT: Kewa Child Care and Development

POSITION STATUS: Non-Exempt, Full Time

SUPERVISOR: Program Director

JOB POSTING ID: CCDF-21410

Accepting applications 10/4 – 10/22

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.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

COVID 19 Vaccination Required-Reasonable accommodation considered.

BASIC PURPOSE:

The Wellness Coordinator (WC) will promote health and wellness for all children ages 3 months to 13 years of age. The WC will be responsible for providing support or counseling for general wellness of children, clients, and in-home providers. The WC will coordinate with local entities (such as schools and/or tribal programs) in providing a holistic after school program that includes but not limited to: attendance, participation, and performance data related to all wellness events that are sponsored by the CCDF program. The WC will create a budget and plan summer/winter break events, ultimately providing quality care for children when not in school. The incumbent will provide quality development services for children ages 3 months to 13 years of age, in accordance with Departmental, Federal, and Tribal Standards, regulations and laws.

TYPICAL FUNCTIONS:

- Creates, plans for, and executes a calendar of out of school activities.
- Develops child enrichment activities for parents to carry out at home.
- Assist Program Director in budget for quality activities for children such as community events, field trips, and winter/summer camps.
- Tracks participation and performance data related to wellness events.
- Recruits and performs outreach to ensure programmatic information reached the vast community.
- Evaluates quality activities to determine interest in or satisfaction with wellness activities and events.
- Teaches fitness classes to improve overall wellness of our clients, children, and providers.
- Develops relationships with local schools and tribal organizations regarding health and wellness.
- Maintain records of daily activity with each classroom/home. This includes a general description of activities, number of children in attendance, outcomes, and other pertinent information.
- Manages and coordinates end-of-year culminations events or appreciation events.

- Maintains and forward all fiscal data, including receipts, timesheets, supply/material requests, evaluations, attendance data/reports to the Program Director per establish procedures and timelines.
- Submit quarterly narrative reports to director of all interactions, activities, and services provided for children, teachers, and parents.
- Maintains inventory of all KCCD property and equipment.
- Ensure professional confidentiality with children's files and parent conference/consultations.
- Encourage parent involvement in all education and program activities.
- Assists Client Services Manager in determining needs of the family childcare homes.
- Assists teachers in the classrooms and homes when coverage is needed.
- Attend training, workshops, and conferences to reflect personal development plan and for professional development.
- Other duties as assigned.

REQUIRED COMPETENCIES

- **Integrity / Honesty**
All Santo Domingo tribe employees must work in an ethical manner by following all Santo Domingo tribe policies and procedures relating to HIPAA, handling, tracking of participants confidential records, and proper behavior between staff and clients. 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**
Incumbent in this job needs to be able to plan, prioritize, set goals, set up standards, coordinate tasks, show concern for deadlines, and track progress with respect to personal performance.
- **Decisiveness**
Incumbent in this position must be able to successfully figure out and start a course of action. Incumbent must require the consideration of multiple options, information sources, and development of contingency plans.
- **Vision**
Incumbent in this position must have the ability to gain an understanding of where an organization is headed considering internal and external trends and influences.
- **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.
- **Teaching Others**
Incumbents in this position must be able to take responsibility for the development of individuals and groups through proper teaching, guidance, and coaching techniques.

MINIMUM QUALIFICATIONS:

- Bachelor's degree is required, a degree in related field is desirable.
- Two or more years' experience in working in a leadership or supervisory capacity in a community youth outreach setting.
- Excellent organizational skills to coordinate multifunctional priorities and activities.
- Excellent oral and written communication skills to focus efforts to meet the goals and objectives of students and parents, and CCDF requirements.
- Valid Drivers License with ability to meet Pueblo of Santo Domingo Pueblo liability insurance requirements and maintain eligibility for insurance.
- Must obtain CPR/First Aid certification and complete all required Health and Safety Training within 3 months of hire.
- Must be able to satisfactorily pass a background and fingerprinting screening.

HOW TO APPLY

Please submit complete application packet.

- By email: SDTHumanResources@kewa-nsn.us
 - Subject line: **Wellness Coordinator Application – [Your Name]**
- By mail: Santo Domingo Tribe Human Resources, PO Box 127, Santo Domingo NM 87052
- By fax: (505) 715-4416 Attn: Human Resources
- 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