

Nambe Pueblo

Position Classification and Description



POSITION TITLE: Community Care Coordinator
CLASSIFICATION: Exempt
DEPARTMENT: Nambe Pueblo Healthy Family Services
SUPERVISOR: Domestic Violence Prevention Coordinator

Position Summary:

Under the direction of the Domestic Violence Program Coordinator, the Community Care Coordinator works to expand, enhance and strengthen the victims of crime program capacity to serve, orient and educate patients and their families by meeting with them; explaining the role of the patient care coordinator; initiating the care plan; providing educational information in conjunction with direct care providers related to treatments, procedures, medications, and continuing care requirements. Develops interdisciplinary care plan and other case management tools by participating in meetings; coordinating information and care requirements with other care providers; resolving issues that could affect smooth care progression; fostering peer support; providing education to the community. To working closely with Nambe Pueblo Healthy Family Services, Nambe Pueblo Tribal Court, Bureau of Indian Affairs Law enforcement and Social Services, Tribal Program Departments, Tribal Administration and outside agencies to develop a comprehensive care services program for victims of crime.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:

- Review care plans with patients in conjunction with the direct care providers; interacting with involved departments to negotiate and expedite scheduling and completion of tests, procedures, and consults; reporting personnel and performance issues to the unit manager
- Evaluates outcomes of care with the interdisciplinary team by measuring intervention effectiveness with the team; implementing team recommendations.
- Complies and knowledgeable with tribal laws, rules, and works alongside other personnel involved in cases
- Respects individuals by recognizing their rights; maintaining confidentiality, and practicing cultural competency
- Maintains database by entering new information as it becomes available; verifying findings and reports; backing up data, as well as share information with other involved personnel
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; benchmarking state-of-the-art practices; participating in professional societies.
- Participate in Coordinated Community Response, Multi-Disciplinary, Tribal programs, outside agency related meetings.

- Prepare accurate grant reports.
- Quarterly and semi-annual reports to funding agency
- Maintain a confidential filing system.
- Grant writing skills
- Participate in community outreach activities.
- Work as part of team with other Nambe Pueblo Healthy Family Services workers to promote wellness in the community.
- Contributes to team effort by accomplishing related results as needed.
- Performing other duties as assigned.

Minimum Qualifications/Certifications/Education/Skills:

- Culturally Competent, Verbal Communication, Data Collection, Patient Services, Building Relationships, Resolving Conflict, Coordination, Listening, Scheduling, Teamwork, Legal Compliance
- Must have a Bachelor or Master's degree in: Medical Anthropology, Social Work, Public Health, or any other Social Science background.
- Must possess and maintain a valid New Mexico Driver's license.
- Must be insurable to drive tribal vehicles.
- Must be able to successfully pass a pre-employment and random drug/alcohol screen and background investigation.

Physical Demands:

While performing the duties of this job, the employee regularly is required to sit; use hands to finger, handle, or feel; and talk or hear. The employee occasionally is required to stand; walk; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds.

Work Environment:

Work is generally performed in an office setting with a moderate noise level. Evening and/or weekend work and some travel may be required.

Please email resume to: rkaskalla@nambepueblo.org & dmartinez@nambepueblo.org

Applications are available at the Tribal Administration Office

Equal Opportunity Employer

Native American preference to qualified applicants

Drug Free Work Environment

Open Until Filled