



*Taos Pueblo  
1,000 Years of Tradition  
Human Resources  
Department*



**JOB ANNOUNCEMENTS**

**March 18, 2019**

*Taos Pueblo is seeking qualified applicants for the Full-Time and Part-Time positions.*

POSITION	DEPT.	STATUS	# OF POSITION	DATE POSITION POSTED	DATE POSITION CLOSES
CERTIFIED POLICE OFFICER	DPS	FT	1	02/05/2019	04/05/2019
COMMUNITY WELLNESS MANAGER	HCS	FT	1	03/05/2019	03/22/2019
BENEFITS SPECIALIST	HR	FT	1	03/07/2019	03/29/2019
ASSISTANT TRIBAL PROGRAM ADMINISTRATOR	IDC	FT	1	03/07/2019	03/29/2019
EARLY EDUCATION PRG. MGR	EDU	FT	1	03/08/2019	03/29/2019
RISK MANAGER	IDC/HR	FT	1	03/08/2019	03/19/2019

**Qualifications for Open Positions are as follow:**

**CERTIFIED POLICE OFFICER**

**Duties/Responsibilities:** Responsible for maintaining and enforcing law and order in and for in the community of Taos Pueblo by protecting life, property, and the rights of the individual citizens. Patrols tribal roads and state highways within the boundaries of the Taos Pueblo Indian Reservation to enforce traffic laws and assist motorist in distress. Patrols by vehicle and/or foot. Responds to dispatch calls for residents and investigates criminal or civil misdemeanors, traffic accidents involving personal injury and/or property damage, vandalism, and burglary. Provides transports for prisoners to and from detention facility. Completes all report timely in a legible and accurate manner; enters data into system. The Police Officer will be required to work weekends, holidays and be on-call. Knowledge of police operations principles and practices including investigation, patrol, communications, records, community/public relations, and crime prevention. Knowledge of equipment used in law enforcement, including weapons, communications, computers, and vehicles. Proficient in firearms safety. Ability to communicate efficiently and effectively both verbally and in writing.

**Requirements:** High School Diploma or equivalent. Law Enforcement Certified by the B.I.A. or State of New Mexico. Must be at least 21 years of age or older. One year law enforcement, security or dispatch/detention experience. Must have good verbal and written communication skills. Must pass a medical, psychological and background investigation. No felony, misdemeanor or domestic convictions. Must have a valid New Mexico Driver's License.

**COMMUNITY WELLNESS MANAGER**

**Duties/Responsibilities:** Works with existing HCS programs to coordinate and implement a comprehensive community wellness program to meet the needs of youth, young adults, parents, older adults, and the Elders of the Taos Pueblo Community. Develops new opportunities and promotes program development and expansion through grants writing and/or program redesign. Compiles reports and performs record keeping in accordance with program standards. Maintains strict confidentiality of client records in accordance with CFR 42, Part 2 and HIPPA requirements. May oversee contractor-provided services. Knowledge of applicable federal, state, county, and local laws, regulations, and requirements. Knowledge of community wellness programs and resources. Knowledge

and understanding of wellness program, principles, practices, procedures and documentation. Skill in operating business computers and office machines, including in a window environment, specifically, specifically Word, Excel, Access, and presentation software (such as PowerPoint) Ability to communicate effectively both verbally and in writing.

**Requirements:** Bachelor's degree in Education, Health, Wellness or related field; Master's in Public Health or related field preferred. One (1) year experience in health care, wellness or community services. Strong administrative and organizational skills. Working knowledge of Tribal health services programs preferred. Tiwa speaking preferred.

#### **BENEFIT SPECIALIST**

**Duties/Responsibilities:** Provides advice and guidance to employees on employee benefits. Reviews and processes benefits enrollment, cancellations, and other benefits changes. Assists employees with benefits enrollment and questions, manages all insurance billing, and maintains accurate employee records and files. Conducts benefits orientations and explain benefits. Maintain employees benefits filing systems and ensure benefits changes are entered appropriately in HRIS system for payroll deduction. Verify the calculation of the monthly premium statements; reconciles the benefits billings; resolves billing issues prepares notifications and collects contributions or distributes payments where necessary for employees. Processes and responds to all FML and leave requests. Knowledge of applicable federal, state, and tribal laws, regulations, and requirements. Knowledge of principles, practices and trends in benefits administration. Knowledge of ACA guidelines and reporting procedures. Skill in operating business computers and office machines, including in a Windows environment, specifically Word, Excel, Access, and presentation software (such as PowerPoint). Skill and ability in preparing reports and correspondence. Ability to maintain confidentiality.

**Requirements:** High School Diploma or GED plus three (3) years Human Resources and Benefits experience. Associate's or Bachelor's Degree in Human Resources preferred.

#### **ASSISTANT TRIBAL PROGRAM ADMINISTRATOR**

**Duties/Responsibilities:** Performs a variety of professional administrative and managerial duties to assists the Tribal Program Administrator in coordinating, directing, and enforcing ongoing operations, to include policies and directives affecting tribal programs operations and to oversee and ensure that CMS, tribally contracted and compacted programs are administered in accordance with applicable Federal, State and tribal regulations. Ensures that the directives, interests, and services are implemented promptly, efficiently and consistently. Responsible for risk management functions as delegated by the Tribal Administrator. Knowledge of corporate and/or government management, system analysis, operations, finance and accounting. Knowledge of traditional form of government and tribal customs and traditions. Skills in operating various word-processing, spreadsheets, and database software programs in a Windows environment. Skills in supervising, training, and evaluating assigned staff. Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds. Ability to demonstrate a high level of sensitivity to community issues and concerns. Ability to maintain confidentiality. Ability to communicate efficiently and effectively both verbally and writing.

**Requirements:** Bachelor's Degree in Public or Business Administration, or related field plus two (2) years' experience senior level government/public management. Five (5) in a supervisory capacity. Master's Degree preferred. Tiwa speaking preferred. Valid New Mexico's driver's license with ability to meet Pueblo's liability insurance requirements and maintain eligibility for insurance. Must be able to pass drug test examination and background check, with NO prior convictions of any felonies.

#### **EARLY EDUCATION PROGRAM MANAGER**

**Duties/Responsibilities:** Manages and oversees the administrative and daily operations of Head Start and Child Care, ensuring compliance with tribal, state, and federal policies and regulations. Develops program narrative, financial proposals, and annual funding application to meet Head Start and Child Care regulations. Initiates, reviews and approves all purchasing of program supplies and equipment.

Conducts, plans and facilitates in-service training and professional development activities for staff in relation to programs regulation and employee's professional development plans. Ability to maintain confidentiality. Ability to prepare accurate, complete, and legible reports and create and present detailed, accurate, objective, and effective speeches and presentations.

**Requirements:** Must have a Bachelor's Degree in Early Childhood Education or related field. Master's Degree in Early Childhood Education or related field preferred. Five (5) years' experience in early childhood education, three (3) years pre-school teaching experience and two (2) years' experience in a supervisory capacity. Knowledge of the principles, practices and methods of preschool curriculum development, and of Head Start and Early Education management and programming. Knowledge of records management procedures. Skills in budget preparation and administration. Skill in providing Leadership, supervision, training, and evaluating assigned staff. Must have strong written and verbal communication skills. Must be computer literate. Knowledge of Native American communities and sensitivity to culture and the family system helpful. Valid New Mexico Driver's License, meet and maintain tribal government auto insurance requirements.

### **RISK MANAGER**

**Duties/Responsibilities:** Administers of all aspects of risk and safety for Taos Pueblo to control risk and losses and assure compliance with all tribal, state and federal laws, rules and regulations regarding health and safety of employees.

**Requirements:** Associates Degree in Public Administration, Business Administration, Risk Management or related field plus three (3) years' experience in public or industrial safety and/or risk program or equivalent combination of education and experience. Valid New Mexico driver's license with ability to meet Pueblo's liability insurance requirements and maintain eligibility for insurance. Must be able to pass drug test and background check, with NO prior convictions of any felonies.

*Taos Pueblo reserves the right to exercise preference in hiring for qualified Tribal members/Indians in connection with all positions and requires successful background check and drug test. Must have a valid NM driver's license, meet and maintain CMS auto insurance requirements.*

If you feel that you have the necessary skills, experience, the motivation, please prepare a detailed letter of introduction, a complete resume, and three professional references who can attest as to your skills and abilities.

**SUBMIT APPLICATION/RESUME TO:  
TAOS PUEBLO CMS HUMAN RESOURCES OFFICE  
PO BOX 1846 - 1075 VETERANS HWY, TAOS NM 87571  
PH.: 575.758.8626 EXT. 124 - FAX 575.758.7308  
EMAIL: [appy@taospueblo.com](mailto:appy@taospueblo.com)**

**Please Note:** This posting gives only a brief description of the positions. For copy of the application and complete job description, please contact or stop by Taos Pueblo Human Resources at 1075 Veterans Hwy, Taos, NM 87571; or (575) 758-8626 ext. 124.