

**ALBUQUERQUE AREA INDIAN HEALTH BOARD, INC.**  
**POSITION DESCRIPTION**

**TITLE:** Social Worker

**REPORTS TO:** STD/HIV/AIDS Prevention Program Director

**FLSA STATUS:** Exempt (Full-Time)

**SALARY RANGE:** \$36,038 – \$54,056 Annual (DOE)

**GENERAL DESCRIPTION:**

Under the supervision of the STD/HIV/AIDS Prevention Program Director the social worker will work with the program coordinator to develop, coordinate and carry out activities under the American Indian/ Alaska Native Health Equity Initiative Project

**MAJOR DUTIES:**

- Prepare a plan of action of the social work activities
- Follow up daily tutorial classes for the youth at the project meeting space
- Prepare session (facilitate guest speakers, get materials, etc.)
- Prepare seminars and workshops for parents and youth
- School visit to assess academic and behavioral concerns
- Home visits (health education; awareness creation on environmental and personal hygiene, positive family interaction, etc.)
- Facilitate the computer class at the project meeting space
- Make an individual dialogue and facilitate volunteer professionals to provide (counseling) for any concerns that the youth may encounter
- Make medical screening and referral, consulting on minor health issues.
- Monitoring the provision of monthly nutritional allowance
- Monitoring the provision of school materials (uniforms, stationery, clothes, etc.)
- Write reports on the activities and providing any essential feedback

**KNOWLEDGE REQUIREMENTS:**

- Proficiency in oral and written communications.
- Strong customer orientation.
- Ability to organize time effectively.
- Ability to follow verbal and written instructions and excel at details.
- Proficiency in the use of software programs such as MS Word, Access, PowerPoint, Excel, and internet.
- Professional attitude and good judgment is essential.
- Ability to perform a variety of ongoing tasks efficiently and productively.
- Knowledge and/or experience working with American Indian communities and cultures.

**QUALIFICATIONS:**

- Master Degree preferred.
- Excellent communication skills.
- Mature judgment and professionalism in handling confidential matters.
- Dependability including excellent attendance and punctuality.
- Able to operate a motor vehicle and have a valid State driver's license.
- Completion of background investigation is required.

- Thorough knowledge of office practices and procedures of an Administrative Assistant.
- Proficiency in various office applications such as word processing, data bases and spreadsheets.

**WORK CONDITIONS/PHYSICAL REQUIREMENTS:**

- Work is performed in a school setting four days a week (two days at each site) and one day at AAIHB.
- Talk, listen, and sit for an extended period of time.
- Stand, use hands to hand objects, equipment, controls and reach with arms and hands.
- Come in direct daily contact with staff and public.
- Walk frequently to offices, storage room, board room, and entrance to greet visitors.
- Operate standard office equipment and multi-line telephone.
- Noise level is usually minimal
- Drive company-leased vehicle for company related business.

**PREFERENCE:**

Qualified American Indian applicants will be given preference in accordance with the exemption provided under Title VII of the Civil Rights Act of 1964.

**TO APPLY FOR THIS POSITION:** Send CV/Resume, list of three professional references, salary requirements, and cover letter to Ayn N. Whyte, M.S. at [awhyte@aaihb.org](mailto:awhyte@aaihb.org) or regular email to Ayn N. Whyte, M.S., Albuquerque Area Indian Health Board Inc., 5015 Prospect Avenue NE, Albuquerque, NM 87110. Position is open until filled. For best consideration, please forward all application materials by close of business day (5 PM MST) on November 30, 2017.