

**PUEBLO OF LAGUNA
JOB ANNOUNCEMENT NO. 2026-07**

OPEN TO IN-HOUSE & EXTERNAL APPLICANTS

POSITION: Mental Health Care Coordinator – Level One
OPENING DATE: February 12, 2026
CLOSING DATE: February 23, 2026
DEPARTMENT: Community Health and Wellness / Behavioral Health Services
SALARY RANGE: NE9; \$18.16 - \$27.24

Position Summary:

Under the general supervision of the BHS Manager, the Mental Health Care Coordinator coordinates and provides culturally sensitive services and resources to clients and families to promote recovery, rehabilitation, and resiliency. Partners with other service providers for clients' achievement of goals identified in comprehensive service plan. Consistently applies the Pueblo's Core Values in support of Workforce Excellence. Maintains confidentiality of all privileged information.

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

Essential Duties & Responsibilities:

- Receives referrals from other social services programs and/or schools for children, youth, and adults with behavioral health disorders and who meet other program criteria.
- Conducts assessment of client's baseline functioning in multiple skills domains within timeline specified by program.
- Develops comprehensive service plan based on diagnoses, results of assessment, and mutually agreed upon desired outcomes. Service plan is completed within program timeline requirements and includes program specific strategies.
- Develops crisis intervention plans in accordance with program requirements. Educates client and family on protocols to address crisis situations.
- Serves as designated agent with primary responsibility of implementing/carrying out service plan with client and family including case management for coordinating behavioral health services, medical care, education, placement, finances, and socialization services.
- Develops partnerships with other stakeholders, including Division of Child Safety (DCS), Division of Developmental Disabilities (DDD), juvenile probation, Direct Service Providers (DSP), to assist in the accomplishment of service plans.
- Coordinates and facilitates meetings with client and family on a consistent basis for team members to provide detailed documentation on progress made. Completes follow up assessment.
- Updates service plans based on identified barriers or redefined goals, objectives, and future needs.
- Provides parenting/caregiving education to address challenging children behaviors.
- Develops/creates culturally appropriate information and educational material specific to targeted audience.
- Develops/creates culturally appropriate means of delivering information and educational material to targeted audience.
- Carries out majority of duties and responsibilities within client homes and in the community; develops mutually beneficial working relationships with clients.
- Demonstrates cultural competence through program's policies, procedures, training, outreach and advocacy efforts, and service delivery.
- Develops and manages comprehensive case files in compliance with established policies, procedures, and documentation requirements.
- Generates required narrative and statistical reports.
- Ensures the confidentiality of client information in accordance with relevant privacy protection laws.
- Completes minimum staff training within 90 days of employment in compliance with NM Code R., Sec. 7.20.11.26.
- Completes ongoing training in compliance with NM Code R., Sec. 7.20.11.26.
- Maintains professional and technical knowledge by attending relevant training and workshops and establishing networks with like programs.

- Contributes to a team effort toward accomplishing tasks and achieving results.
- Performs other duties as required.

Minimum Qualifications:

- High School graduate or GED required.
- Three (3) years relevant work experience with target population required.
- Minimum of 18 years of age required.

Background Investigation Requirements:

The Pueblo of Laguna has a Suitability Policy for background investigation processes. Every position in the government operation is reviewed and designated at one of three risk levels. The determination is commensurate with public trust responsibilities and attributes of the position which includes job duties. The Mental Health Care Coordinator is designated as a High Risk Public Trust (*HRPT*) position.

Type of Background Check	Required
Pre-Employment Drug Screening	X
Background Investigation (Criminal Check, Sex Offender Check, Social Security Trace, Driving Record, Civil Court Check – if applicable, Tribal Criminal Check – if applicable)	X
Employment Verification, Education / License Verification, Personal Reference Verification	X
Fingerprint Verification	X
Must Be Able to Drive a Pueblo Issued Vehicle	X
Other	

Knowledge, Abilities, Skills, and Certifications:

- Knowledge of traditional form of government and pueblo customs and traditions.
- Knowledge of applicable laws, regulations, and requirements regarding mental health services delivery.
- Knowledge of and skill in development of individualized client/family support plans.
- Knowledge of processes, procedures, and protocols of mental health services delivery.
- Knowledge of crisis intervention processes and procedures.
- Knowledge of relevant resources and skill in forming partnerships with those sources.
- Knowledge of case management and records management processes and procedures.
- Ability to communicate effectively, both verbally and in writing.
- Ability to establish and maintain professional relationships with co-workers, clients, and other services providers at all levels.
- Ability and skill to plan, create, and deliver/implement informational, motivating, and educational presentations and activities to diverse audiences.
- Ability to be innovative, creative, and flexible in delivery of program services, including play therapy, outdoor activities, and other industry relevant therapies.
- Ability to be persuasive and tactful in controversial situations.
- Ability to analyze situations and adopt appropriate courses of action, including emergency and/or crisis situations.
- Ability to exercise independent judgment and work with minimal supervision.
- Ability to work independently and meet strict timelines.
- Skill in developing/building trusting relationships with clientele.
- Skill and ability to interpret mental health diagnoses, assessments, and other relevant communication.
- Skill and ability in development of narrative and statistical reports.
- Skill and ability to convey information in format appropriate to immediate audience.
- Skill in computer use, including Word, Excel, Outlook, and software unique to program.

Physical Demands:

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

Work Environment:

Majority of work is performed on a face-to-face basis, either within client home or in an office setting. Work is also performed in the community. Must be available after regular work hours, weekends, and/or call back. Extreme caution must be exercised when contacting clients at home and/or during crisis situations. This position requires being part of the on-call rotation for the Mental Health Helpline. Travel may be required for training, meetings, and other events.

Application Instructions:

- Go to www.lagunapueblo-nsn.gov and click on Employment Opportunities for application instructions and application form. ***Read instructions prior to completing application form; incomplete applications will not be considered.*** Resumes are encouraged but not in lieu of a complete application form.
- All hand delivered documents must be received by the Human Resources Office no later than 4:30 pm (MDT) on the closing date. All electronically mailed documents must be received by the Human Resources Office no later than 11:59pm (MDT) on the closing date.
- Application packets may be submitted by one of the following methods:
 1. E-mail to polemployment@pol-nsn.gov;
 2. Mail to Pueblo of Laguna Human Resources; P.O. Box 194; Laguna, NM 87026
 3. Deliver to the Human Resources Office, 23 Rio San Jose Rd; Laguna, NM 87026
 4. Fax to (505) 552-9675
- For more information, contact HR at (505) 552-5252 or by e-mail at the above address.

LAGUNA TRIBAL MEMBER PREFERENCE APPLIES