

PUEBLO OF LAGUNA
JOB ANNOUNCEMENT NO. 2026-26

OPEN TO IN-HOUSE & EXTERNAL APPLICANTS

POSITION: Youth Healing to Wellness Program Coordinator
OPENING DATE: March 30, 2026
CLOSING DATE: Open Until Filled
DEPARTMENT: Community Health & Wellness / Behavioral Health Program
SALARY RANGE: NE8; \$16.75 - DOE

Position Summary:

Under direct supervision of the Behavioral Health Program Manager, the Youth Healing to Wellness (YHW) Program Coordinator plans, coordinates, and implements activities with the primary objective of promoting positive and healthy wellbeing to youth with low criminogenic risk and higher needs. The YHWP is designed to serve tribal adolescents who are juvenile justice system-involved, that continue to struggle with alcohol and/or illegal drug use. The YHWP is a new therapeutic, culturally tailored Tribal program, that follows Tribal Key Components from the YHWC Docket model. Consistently applies the Pueblo's Core Values in support of Workforce Excellence. Maintains confidentiality of all privileged information. This position is grant funded.

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

Essential Duties:

- Coordinates YHW programs to ensure efficient and effective services are provided to targeted youth using various types of support systems including wraparound, school attendance programs, truancy boards, elder panels and restorative practices.
- Screens potential candidates using established policies and procedure for those who are court-involved substance-abusing parents, guardians, juveniles and adults through legal and clinical screening for eligibility and are promptly placed into the HTWP.
- Conducts assessments of clients, identifies appropriate services/resources and refers youth and families to services/resources based on results of assessment.
- Monitors referral process through coordination of meetings with the YHW Program team.
- Monitors referral compliance and progress through submission of required reports.
- Conducts orientation of YHW Program for new participants and families.
- Coordinates and participates in team management functions including trauma-informed trainings and records maintenance.
- Builds and maintains partnerships with referral sources to include surrounding schools, probation offices, and court systems on low-risk clientele.
- Establishes and maintains positive community partnerships.
- Represents the YHW Program through marketing efforts and provides education to stakeholders on program functions.
- Ensures the YHW Program team receives comprehensive training (e.g., cross-training between treatment and justice professionals).
- Periodically conducts home, school and office visits and reports observations to the YHW Program team.
- Collaborates with prevention team to coordinate intervention programs (involving community, parents, and adolescents) addressing industry identified issues contributing to delinquency, truancy, and substance misuse.
- Facilitates and coordinates activities at the Youth Café.
- Assists in the development of required narrative and statistical reports; submits timely to meet grant and internal requirements through monthly reports.
- Collaborates with Grant Administrator to assist with completing grant funding reports and requirements.
- Knowledgeable with the Pueblo of Laguna children's code.
- Maintains professional and technical knowledge by attending relevant training and workshops; and by establishing network with like programs.

Job Announcement No. 2026-26

- Assists the Pueblo’s Emergency Management Program in its response to public emergency incidents.
- Contributes to a team effort and accomplishes related results as required.
- Performs other duties as assigned.

Minimum Qualifications:

- Associate’s Degree in Behavioral Health, Social Services, Criminal Justice or related field required.
- Two (2) years of experience working with youth or families in crisis required.
- Experience working with Native American populations preferred.
- Certified Peer Support Worker (CPSW), Certified Family Peer Support Worker (CFPSW) or Certified Youth Peer Support Specialist (CYPSS) Certification preferred; must be able to obtain within one (1) year of hire.
- FEMA/ICS 100 & 200 certifications preferred; must be able to obtain within six (6) months of hire.
- A combination of relevant education and related work experience may be considered.
- Fluency in the Laguna language preferred.

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. This position is designated at a High-Risk Public Trust 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, and Skills:

- Knowledge of traditional form of government and pueblo customs and traditions.
- Knowledge of applicable laws, regulations and requirements, including the Laguna Children’s Code, Pueblo of Laguna Constitution, and Laguna Criminal Code.
- Knowledge of the functions and structure of the Pueblo of Laguna.
- Knowledge of the Youth Healing to Wellness Court/Program.
- Knowledge of principles, policies, procedures of probation/court functions, services and programs: cultural and social factors affecting behavioral patterns.
- Knowledge of crisis intervention processes and procedures.
- Knowledge of working with Native American Populations and cultural sensitivity.
- Knowledge of basic FEMA policies, regulations, and processes regarding emergency incident response and management.
- Knowledge of case management and records management procedures.
- Ability to maintain confidentiality.
- Ability to maintain good working relationships with individuals of varying social and cultural backgrounds; to maintain professional relationships with co-workers.
- Ability to maintain professional demeanor and the ability to de-escalate intense situation.
- Ability to work independently and meet strict time lines.
- Ability to demonstrate project management skills.
- Ability to be innovative, creative, and flexible in delivery of program services.
- Ability to problem solve and make sound decisions.
- Ability to communicate effectively both orally and in writing.

- Detailed oriented with ability to manage date, files, and reports.
- Skill in operating office machines and computers, including Windows (Word, Excel, Access, and PowerPoint).

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:

Work is generally performed in an office setting with a low noise level. Evening and/or weekend work may be required. There is regular interaction with the public and other service provides. Position has a high level of stress due to sensitive and confidential issues being addressed. Travel will be required for training, meetings, conferences, presentations, 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