



**PUEBLO OF LAGUNA
DEPARTMENT OF EDUCATION**

P.O. Box 207
Laguna, New Mexico 87026
(505) 552-6008

Vacancy Ann.: #03-2026

Opening Date: February 13, 2026
Closing Date: Open Until Filled
Position Title: Family Service Provider
Salary: Per Salary Schedule

DESCRIPTION OF WORK:

Under direction of the Program Director, the Family Service Provider will provide direct intervention, case management and support to families enrolled in DEC programs. The Family Service Provider plans and facilitates various parent activities. Performs any other job-related duties requested by any person authorized to give instructions or assignments.

EDUCATION, EXPERIENCE & LICENSURE REQUIREMENTS:

Minimum of an Associate Degree in related field; Bachelor's Degree preferred. Experience in direct professional work with families.

OTHER REQUIREMENTS:

**Must also have a current and valid State of New Mexico driver's license, be insurable, and no DWI convictions within the past five (5) years. Must pass a pre-employment drug/alcohol and background clearance check.

APPLICATION INSTRUCTIONS:

Visit our website at www.lagunaed.net; click on Employment for an application, job description and instructions.

Interested applicants may do the following:

- Email complete application packet with following required documents to humanresources@lagunaed.net:
 - LDoE Application – located on the LDoE website
 - Letter of Intent/Cover Letter
 - Resume
 - Copy of degree(s) and/or certificate(s)
 - 3 Letters of Recommendation - letters need to be dated one year to current (these letters can be sent to the HR email address)
- Or you may Mail your complete application packet with required documents to *Laguna Department of Education, ATTN: Human Resources, P.O. Box 207, Laguna, NM 87026.*

Pueblo of Laguna -- Department of Education

Job Description

Job Title: Family Service Providers
Department: Division of Early Childhood
Reports To: Program Directors or Site Supervisors
FLSA Status: Exempt

SUMMARY

Under direction of the Program Director, the Family Service Provider will provide direct intervention, case management and support to families enrolled in DEC programs. The Family Service Provider plans and facilitates various parent activities. Performs any other job-related duties requested by any person authorized to give instructions or assignments.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Provide intensive case management and service coordination.
- Conduct regularly scheduled home visits.
- Plan and coordinate parent activities and events.
- Participate in community leadership training and promote and support the number and scope of village leadership activities.
- Facilitate Family Assessments and Family Partnership Agreements.
- Facilitate group meetings and trainings.
- Provide assistance and consultation to parents.
- Assist families in developing stronger parenting skills
- Assist families in improving family management practices.
- Make appropriate referrals to treatment programs.
- Facilitate improvements in village environments.
- Foster stronger community attitudes and norms that protect against the abuse of substance.

MINOR RESPONSIBILITIES:

- Maintain accurate written records.
- Attend and participate in professional development activities and appropriate organized community events designed to promote collaboration.
- Other duties as requested.

COMMUNICATION REQUIREMENTS:

- Regular telephone and in-person contact with families, supervisor, other coordinators, agencies and the community.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Minimum of an Associate's Degree, Bachelor's Degree preferred. Direct professional work with families.

SKILLS and ABILITIES REQUIRED:

- Evidences excellent interpersonal skills.
- Possesses self-discipline.
- Demonstrates initiative.
- Possesses excellent organizational and time management skills.

COMPUTER EQUIPMENT and SOFTWARE REQUIREMENTS:

Basic computer skills.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid New Mexico Driver's License.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and use hands to finger, handle, or feel, such as keyboarding and writing. The employee frequently is required to reach with hands and arms and talk or hear. Specific vision abilities required by this job include close vision, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee will work in an office environment and in close quarters with other staff. May occasionally travel to other sites that are not wheelchair accessible. The noise level in the work environment is moderate.

This job description should not be construed to imply that these requirements are the exclusive standards of the position. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.