

Little Traverse Bay Bands of Odawa Indians

Job Posting



Job Title: Family Spirit Health Educator

Department: Health Department

Reports To: Maternal Child Health Nurse

Salary Range: \$15.98 to \$22.37 per hour/(\$33,232 to \$46,525) Annually

Status: Non-Exempt

Level: B21 (Full time – 32 hours / week)

Terms: Grant Funded Position Ends on September 29, 2023

Opens: September 09, 2019

Closes: September 30, 2019

SUMMARY: Functions as a Family Spirit Health Educator for the Little Traverse Bay Bands of Odawa Indians Tribal Home Visiting Program which will support the development of healthy and happy Native American children ages 0-5 and their families. Through coordinated home visiting and community strategies that address critical maternal and child health, development, early learning, family support, child abuse and neglect prevention. The candidate will work hand in hand with Health Start program to implement this grant.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Serves as a Family Health Educator for the Family Spirit Project in the Little Traverse Bay Bands of Odawa Indian Community.
- Recruit mothers, fathers, and caregivers to participate in the Family Spirit Program.
- Outreach visits with mothers, fathers and caregivers in their homes; teaching a comprehensive parenting curriculum and performing evaluations.
- Provide social support and connect participants to other community resources.
- Maintain data forms, data entry, charts, schedules and tracking logs to document outcomes.
- Represent the Family Spirit Program and LTBB during community meetings, in-service workshops and presentations for community partners and local service providers.
- Recognizes and is sensitive to the cultural dimension inherent in the practice of health education in Native American communities.
- Ability to communicate and interact in a sensitive and respectful way in the local community.
- Travel to other sites for trainings, meetings and other duties as needed.
- Assist with other organizational activities as needed.
- Plans, implements and evaluates health education/health promotion services.
- Maintains basic reference library, educational materials and audio-visual aids as resources allow.
- Will be expected to contribute to the overall growth and development of the Mnozhiiyaa gamig.

- Must be able to work with minimal supervision.
- Must maintain strict client confidentiality and adhere to HIPAA standards.
- Complete monthly grant reports to ITC and quarterly Tribal Council reports.
- Other duties as assigned.

EDUCATION AND EXPERIENCE:

High school diploma or GED required. Prefer Associate's degree in early childhood development or related field (teacher, nurse, social worker, or counselor may be considered). Certificate in early childhood development considered. Minimum of one year of work, school or volunteer experience in early childhood development or related field required. Experience with Resource & Patient Management Software (RPMS) preferred. Previous experience with the local Tribal community preferred.

KNOWLEDGE, SKILLS & ABILITIES:

Must be able to multi-task and have strong organizational skills. Data management skills to include Microsoft Suite. Must be able to operate a telephone, printer, fax and copier. Employee should have excellent professional judgment; and excellent written, verbal and interpersonal communication skills. Must be flexible and adaptable, a team player and able to establish and maintain effective working relations with the general public, other agencies and co-workers. Must be able to give and accept constructive criticism related to job or job performance.

PHYSICAL DEMANDS:

The employee will perform moderate walking, bending and lifting.

CERTIFICATES, LICENSES, REGISTRATIONS:

Must have a valid driver's license, reliable transportation, and be insurable for duration of employment. Must obtain CPR certification within 90 days of employment and maintain the certification for the duration of employment.

COMMENTS

Indian preference will apply. Candidates must pass a comprehensive background investigation. Individual must take a TB test, and get annual influenza vaccination due to working in a healthcare environment.