

Little Traverse Bay Bands of Odawa Indians

Job Posting



Job Title: Family Spirit Support Health Educator
Department: Health Department
Reports To: Community Health Manager
Salary Range: \$15.98 to \$22.37 per hour/(\$26,590.72 to \$37,223.68) Annually
Status: Non-Exempt
Level: B21 (Full time – 40 hours / week)
Terms: Grant Funded Position
Opens: July 22, 2022
Closes: August 05, 2022

SUMMARY: Functions as a Family Spirit Health Educator for the Little Traverse Bay Bands of Odawa Indians Tribal Home Visiting Program which supports families in the development of healthy and happy Native American children ages 0-5. Support will be provided 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 selected candidate will work hand in hand with Healthy Start program to implement this grant.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide excellent customer service to clients and vendors and fellow employees, and represent LTBB Health Department in professional, positive manner.
- Recruit mothers, fathers, and caregivers to participate in the Family Spirit Program.
- Will conduct outreach visits with mothers, fathers and caregivers in their homes; teaching a comprehensive parenting curriculum and performing evaluations as required under program guidelines.
- Provide social support and connect participants to other community resources.
- Maintain data forms, data entry, charts, schedules and tracking logs to document outcomes.
- 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 Tribal community.
- Plans, implements, and evaluates health education/health promotion services within the LTBB Family Spirit Program.
- 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 Community Health program within the LTBB Health Department.

- Must be able to work with minimal supervision.
- Must maintain strict client confidentiality and adhere to HIPAA standards.
- Complete grant reports and internal reporting as requested by direct supervisor
- Represent the Family Spirit Program and LTBB during community meetings, in-service workshops and presentations for community partners and local service providers.
- Assist with other organizational activities as needed.
- Travel to other sites for trainings, meetings and other duties as needed.
- Other duties as assigned.

EDUCATION AND EXPERIENCE:

Associates degree required. 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 a warm, open-minded, welcoming person that is able to meet families where they are and offer multi-faceted support to the families of our Tribal community. Must be able to multi-task and have strong organizational skills. Data management skills to include Microsoft Suite. Must be able to operate a computer, 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. Must have a positive work history, including with LTBB.