

Little Traverse Bay Bands of Odawa Indians

Job Posting



Job Title: Community Health Associate

Department: Health

Reports to: Community Health Manager

Salary Level: \$18.15 to \$25.41 per hour/(\$37,759 to \$52,863) Annually

Status: Non-Exempt

Level: B23

Opens: March 28, 2024

Closes: April 11, 2024

SUMMARY: The position will support clients in maintaining holistic wellness through lifestyle coaching, nutrition education, community outreach event planning, and implementation of chronic disease prevention strategies.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide excellent customer service to clients and vendors and fellow employees, and represent LTBB Health Department in a professional, positive manner.
- Recognizes and is sensitive to the cultural dimension inherent in the practice of health education in Native American communities. Must be culturally competent and meet the health literacy and linguistic needs of target populations.
- Work with several grant programs within Community Health to support the grant deliverables. Examples include Food Farmacy, Homegrown, Diabetes Prevention Program, etc.
- Staff Native Way gym and work with clients to gain access and orientation to the gym.
- Motivate and educate clients across the lifespan to adapt healthy lifestyles that reduce cardiovascular risk factors by developing a wellness plan that focuses on physical activity and nutrition.
- Develop relationships with wellness resources in the community and coordinate wellness activities as appropriate.
- Make appropriate resource referrals as needed with traditional healer, primary care provider, cultural coordinator, case management services, behavioral health, dietician/diabetes educator, smoking cessation, or other community resources.
- Maintain accurate records of all outreach contacts and activities using project forms. Document client activities as required.
- Assist with client transportation as needed, per supervisor.
- Complete quarterly reports and other grant-specific reporting.

- Assist with community outreach events throughout the year, including Michigan Indian Family Olympics, Annual Health Fair, Winter Festival, and other community engagement opportunities as assigned.
- Other duties as assigned within scope of the position.

EDUCATION AND EXPERIENCE: High school diploma or G.E.D required. One year of college coursework required. (12 credits completed successfully) Minimum two years working in a community outreach setting required. Experience providing health focused community outreach preferred. Experience working with Tribal community is preferred.

KNOWLEDGE, SKILLS AND ABILITIES: Must be able to maintain confidentiality. Must possess excellent interpersonal skills; with ability to give and accept constructive criticism related to job performance. Must be computer literate and possess excellent written, verbal and interpersonal communication skills. Must have strong computer skills with a willingness to learn. Must be able to build relationships with clients and meet them where they are on their wellness journey. Candidate should have the ability to work with and respect cultural and racial differences. Must be a team player that is able to establish and maintain effective working relationships with clients, general public, other agencies and co-workers. Must be able to work some nights and weekends for special community events. Must be able to work with minimal supervision. Must be able to travel outside of state and may include flying. Evenings, weekends and extended overnight work may be required. Must be able to lift 50 pounds.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid driver's license, reliable transportation, and be insurable by LTBB for duration of employment. Willingness to complete Lifestyle Coach training within one year of hire. Must become CPR certified as part of onboarding process.

COMMENTS:

Indian preference will apply. Individuals must pass a thorough background investigation. Individual must have a positive job history with former employers, including LTBB. Individual must take TB test and get influenza vaccination annually due to working in a health setting. LTBB Health Department is a scent free environment.