



Bois Forte Band of Chippewa

5344 Lakeshore Drive ■ Nett Lake MN, 55772 ■ 218-757-3261/1-800-221-8129

COMMUNITY WELLNESS COORDINATOR

Position Description

Opens: August 13, 2021

Closes: August 20, 2021

Department:	Health	Reports to (title):	Lead Community Health Nurse
Job Code:	N-13	Job Location:	Bois Forte Tribal Government
Pay Range:	Negotiable	Supervises:	None
Hours/week:	40	Classification:	Non-Exempt
Type of Position:	Full-Time	Effective Date:	01/01/2016
		Revised Date:	08/11/2021

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of Bois Forte Band of Chippewa are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards of the tribal government (may also be referred to as “Band”).
- Interact in an honest, trustworthy, and respectful manner with employees, community, visitors, and vendors.
- Comply with Bois Forte Band of Chippewa policies and procedures.
- Maintain a current insurable driver’s license.
- Display respect and understanding of Bois Forte Band of Chippewa traditions and values.

POSITION PURPOSE

The Community Wellness Coordinator is responsible for the coordination and implementation of the Statewide Health Improvement Program, SHIP, Grant. The focus will include community wellness education, program recruitment, fitness, healthy eating and/or gardening education for the Bois Forte Reservation, funded through a grant from the Minnesota Department of Health.

ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

1. Educates the community on various outreach programs and the importance of utilizing the programs; recruits community members to participate in programs.
2. Distributes educational materials in the community.
3. Teaches subjects related to individual and community health and wellness, coaches patients and families in skills to maintain healthy lifestyles; and distributes educational materials in the community.
4. Provides health education, on an individual and by group presentations, for Native American people living on or near the Bois Forte Reservation in Nett Lake and Vermilion.
5. Coordinates and manages the Grant from Minnesota Department of Health, with responsibility for all program data collection, reports, budget preparation and attainment of goals and objectives.
6. Collaborates with other Health and Human Services disciplines to provide health education on physical activity, healthy diet and commercial tobacco abuse.

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7. Assesses individual and community needs for physical activity and healthy eating education and uses that knowledge of these needs to plan multi-disciplinary community activities.
8. Acts as a resource person for Bois Forte Health and Human Services staff for general nutrition, obesity prevention, healthy habit information, best practices and latest research.
9. Attends training as recommended and required by the Minnesota Department of Health (MDH).
10. Works closely with contract evaluator regarding program assessment, outcome measures and evaluation.
11. Maintains confidentiality and professional ethics at all times.
12. Completes monthly statistical and narrative reports and other required reports to the Commissioner of Health and Human Services.
13. Performs other as assigned.

MINIMUM MANDATORY QUALIFICATIONS

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| Experience: | <ul style="list-style-type: none">• Four years of health-related experience |
| Education: | <ul style="list-style-type: none">• Bachelor's Degree in a health and/or nutrition related field |
| License/Certification: | <ul style="list-style-type: none">• Valid MN driver's license |
| Mandatory Knowledge, Skills, Abilities and Other Qualifications: | <ul style="list-style-type: none">• Basic knowledge of program planning, program budgets, evaluation methods• Must have means of reliable transportation and proof of insurance.• Knowledge of Native American health problems, cultural patterns, attitudes and practices.• Ability to present ideas accurately, effectively and concisely, both verbally and in writing.• Training in General Nutrition, fitness, healthy eating, and/or gardening-related skills.• Ability to plan, develop and implement an education program, such as smoking cessation, physical activity or healthy eating.• Ability to teach, speak, demonstrate and hold discussions effectively in front of and with various groups and individuals.• Knowledge of services provided by Health and Human Services.• Ability to be discreet and able to maintain the highest standards of security and confidentiality in accordance with Federal, State and Tribal regulations.• Ability to maintain a professional, unbiased and supportive role with consumers and staff.• Must be well organized with ability to prepare and distribute information confidentially and with discretion.• Must be flexible, show initiative and take responsibility for own work with a minimum of supervision; ability to work independently and establish work priorities.• Attention to detail and accuracy.• Must be smoke-free.• Some travel is required.• Basic operation of a workstation (turning on/off, knowledge of basic functions and components) and general office equipment Use/storage/maintenance of multiple usernames and passwords. Computer-related problem-solving skills through the use of available trainings and help desk. |

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- Knowledge of Microsoft Office Suite (Word, Excel, etc.), internet software and appropriate storage of electronic files.
- Ability to perform other duties as assigned.
- A record of satisfactory performance in all prior and current employment as evidenced by positive employment references from previous and current employers.
- Experience in delivering education, (informal, formal, community, etc) community organizing or community health promotion

PREFERRED QUALIFICATIONS

- Experience in delivering education, (informal, formal, community, etc) community organizing or community health promotion
- Two years of experience working with Reservation populations

WORK ENVIRONMENT

- Work environment: The work environment characteristics described here are representative to those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Limited overnight travel may be required from time to time. This position may be exposed to certain health risks that are inherent when working within a health center facility, such as potential exposure to hazardous chemicals, sharps and infectious body fluids.
- Physical demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk, hear and perform repetitive motions. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with the community, visitors, employees, and vendors.
- Mental demands: There are a number of deadlines associated with this position. The employee must be able to handle frequent interruptions and must also multi-task and interact with a wider variety of people on various issues.

TRIBAL AND INDIAN PREFERENCE

The Bois Forte Band of Chippewa has implemented a Tribal and Indian Preference in Employment Policy. Pursuant to this Policy, applicants who possess the knowledge, skills, and abilities required by this position, and who are enrolled members of the Bois Forte Band of Chippewa Tribe will be given primary preference in hiring and employment for this position. Members of other federally-recognized Indian tribes will be given secondary preference for hiring and employment after providing proof of tribal membership. Tribal and Indian preference is integrated into the interview and scoring process for candidates for job positions.

OTHER

- Confidentiality: All employees must uphold all principles of confidentiality to the fullest extent. This position may have access to sensitive information and a breach of these principles will be grounds for immediate termination.

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Background Investigation:	This position may be subject to a criminal history background check, a suitability background check and/or a Fair Credit Reporting Act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act." Candidates must be able to successfully pass all required background checks to qualify for this position.
Drug Screening:	All applicants must successfully pass a pre-employment drug screening prior to beginning employment and will be subject to random drug testing.

***Disclaimer:** The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.*

PRE-EMPLOYMENT DRUG TESTING APPLIES. INDIAN PREFERENCE WILL APPLY. UPON PRESENTATION OF DD-214 WHICH REFLECTS HONORABLE DISCHARGE, APPLICANTS WILL RECEIVE VETERAN'S PREFERENCE POINTS. Please visit our website at www.boisforte.com to download an application. Applications are accepted via: Fax, Email, U.S. Mail, and In Person. Submit applications to: Human Resources Specialist 5344 Lakeshore Drive, Nett Lake, MN 55772, Fax: 218-757-3312, hrgeneralist@boisforte-nsn.gov Applications received after the closing date will not be accepted.