



# Bois Forte Band of Chippewa

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

## LEAD FAMILY SPIRIT EDUCATOR

### Position Description

<b>Opens: January 12, 2023</b>			
<b>Closes: January 27, 2023</b>			
<b>Department:</b>	Health and Human Services	<b>Reports to (title):</b>	Advanced Practice - Maternal Child Nurse
<b>Job Code:</b>	E-14	<b>Job Location:</b>	Bois Forte Tribal Government Vermilion and Nett Lake, MN
<b>Pay Range:</b>	Min: \$56,308.57 (\$27.07) Mid: \$70,385.71 (\$33.84) Max: \$84,462.86 (\$40.61)	<b>Supervises:</b>	Family Spirit Coordinator
<b>Hours/week:</b>	40	<b>Classification:</b>	Exempt
<b>Type of Position:</b>	Full-Time	<b>Effective Date:</b>	01/11/2023
		<b>Revised Date:</b>	01/11/2023

### 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 Lead Family Spirit Educator is responsible for the provision of family home visiting services for Bois Forte Band members and their families within the tri-county area. Providing education focused on promotion and maintenance of health and the prevention of disease and disability through the use of Family Spirit curriculum. Sites of service delivery include traditional and nontraditional settings including the home, school, office, clinic, vehicle, and community facilities. General duties and responsibilities include group and individual health counseling and education, grant data collection, data entry, all other grant responsibilities, third party billing, and collaboration with departments on tribal community events. The Lead Family Spirit Educator practices within the departmental policies, procedures and guidelines, and Bois Forte’s policy and procedures.

### ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

1. Specifically address the highest risk population by providing services, including pre-pregnancy family planning services, calculated to produce measurable decreases in infant mortality rates, instances of children with low birth weight and medical complications associated with pregnancy and childbirth, including infant mortality, low birth weight, and medical complications arising from chemical abuse by a mother during pregnancy.

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2. Specifically target pregnant women whose age, medical condition, maternal history or chemical abuse substantially increases the likelihood of complications associated with pregnancy and childbirth, or the birth of a child with an illness, disability, or special medical needs.
3. Specifically address the health needs of young children who have or are likely to have a chronic disease or disability or special medical needs, including physical, neurological, emotional, and developmental problems that arise from chemical abuse by a mother during pregnancy.
4. Provide family planning and preventative medical education for specifically identified target populations, such as minority and low-income teenagers, in a manner calculated to decrease the occurrence of inappropriate pregnancy and minimize the risk of complications associated with pregnancy and childbirth.
5. Specifically address the frequency and severity of childhood and adolescent health issues, including injuries in high-risk target populations by providing services calculated to produce measurable decreases in mortality and morbidity.
6. Specifically address the prevention of child abuse and neglect, the reduction of juvenile delinquency, the promotion of positive parenting and resiliency in children, and the promotion of family health and economic sufficiency through:
  - A) Provision of home visiting services to families meeting high risk eligibility.
  - B) Implementation of evidence-based Family Spirit curriculum.
7. Manage the Evidence Based Home Visiting (EBHV) grant, to include grant reports, manage budgets, billing, etc.
8. Search for other grant opportunities.
9. Reapply for EBHV grant.
10. Work with clients across the lifespan.
11. As an employee of the Bois Forte Reservation, will follow the Bois Forte Procurement Policy and any other applicable procurement requirements when obtaining goods and/or services for the Bois Forte Band of Chippewa.
12. Performs other duties as assigned.

### **MINIMUM MANDATORY QUALIFICATIONS**

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| Experience:  | <ul style="list-style-type: none"><li>• Three years to five years of similar or related experiences.</li><li>• Experience working with grants and budgets, using a curriculum, and working with children and families.</li></ul>   |
| Education:   | <ul style="list-style-type: none"><li>• AA Degree or 5-8 years of related experience.</li></ul>  |
| License/Certification:   | <ul style="list-style-type: none"><li>• Must possess a valid driver's license, be insurable under the Band's RTC Automobile Policy, and be eligible to drive under any other motor vehicle use policies applicable to the position.</li></ul>  |
| Mandatory Knowledge, Skills, Abilities and Other Qualifications: | <ul style="list-style-type: none"><li>• Willingness to accept philosophy and purpose of the organization.</li><li>• Knowledge of confidentiality laws.</li><li>• Personal qualities and ability to deal with clients, their families, and the public.</li><li>• Knowledge of and ability to apply nursing principles and practices.</li><li>• Ability to assemble, maintain records, and present data in report form.</li><li>• Knowledge of agency procedures.</li><li>• Ability to exercise independent judgement.</li><li>• Basic operation of a workstation (turning on/off, knowledge of basic functions and components) and general office equipment Use/storage/maintenance of multiple usernames</li></ul> |

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and passwords. Computer-related problem-solving skills through the use of available trainings and help desk.

- 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.
- Ability to be credentialed for billing purposes under CMS.
- Has supervisory/managerial responsibilities.
- Work involves extensive personal contact with citizens, committee members, community leaders, business leaders, and internal managers.
- Distinct departmental or functional policies, criteria, and goals guide independent judgement.
- Problems encountered require a determinative mastery of techniques, practices, and theories gained through wide seasoning and/or specialized study and development.
- Would generally have budgetary responsibility.
- Very limited supervision and inspection of work.

### **PREFERRED QUALIFICATIONS**

- Bachelor's Degree in Nursing or related health field.
- PH Licensure.

### **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 bodily 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 the job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with the community, visitors, employees, and vendors.

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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 has access to sensitive information and a breach of these principles will be grounds for immediate termination.

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.

Vaccine Requirement: The Bois Forte RTC adopted the COVID-19 Vaccination Requirement (Resolution No. 61-2022) which provides that COVID-19 vaccination is required for all employees of the Bois Forte Tribal Government and Band-owned businesses. That Requirement also applies to newly hired employees who must by their first date of employment either (1) present proof of receiving all COVID-19 vaccinations for which they are eligible under CDC guidance or (2) be approved for a medical or religious exemption from the Vaccine Requirement. If the employee only presents proof of the first dose of a two-dose COVID-19 vaccine by the first date of employment, the employee must further present proof of a second dose within 30 days of the date of the employee's first dose and proof of a booster vaccination within one month of eligibility. If the employee only presents proof of a single-dose COVID-19 vaccination or both doses of a two-dose COVID-19 vaccination by the first date of employment, the employee must further present proof of a booster vaccination within one month of eligibility.

**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](http://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: 218-757-6781, [hrgeneralist@boisforte-nsn.gov](mailto:hrgeneralist@boisforte-nsn.gov). Applications received after the closing date will not be accepted.**