



Bois Forte Band of Chippewa

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

COMMUNITY WELLNESS PROGRAM MANAGER

Position Description

Opens: February 27, 2025 Closes: March 12, 2025			
Department:	Health & Human Services	Reports to (title):	Community Health Program Manager
Job Code:	E-16	Job Location:	Bois Forte Reservation- Nett Lake and Vermilion, MN
Pay Range:	Min: \$65,678.32 (\$31.58) Mid: \$82,097.90 (\$39.47) Max: \$98,517.47 (\$47.36)	Supervises:	Community Wellness Coordinator, Tobacco Education & Policy Development Coordinator, Nutrition Education Program Manager
Hours/week:	40	Classification:	Exempt
Type of Position:	Full-time	Effective Date:	02/25/2025
Indian Child Protection Background:	Yes	Revised Date:	02/25/2025
Telecommute:	Up to 20%		

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 Program Manager is responsible for promoting health education and wellness programs within the tribal community, while also playing a critical role in public health emergency preparedness and response. This position combines clinical nursing knowledge with health education, aiming to improve public health outcomes and empower tribal members through education, outreach, and culturally relevant health initiatives. The Nurse Educator will work closely with the tribal health department, community organizations, healthcare providers, and emergency response teams to develop and implement effective public health education programs, as well as support emergency response efforts during public health crises

ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

1. Responsible and accountable for the daily operations, administration, strategic planning with stakeholders, capacity building, budgeting, grant writing and management, data quality assessments, personnel management, asset management, public relations, and marketing of the Community Wellness Department.
2. Health Education and Promotion:

Position Description

- Develop, implement, and evaluate culturally appropriate health education programs for tribal members across the lifespan (infants to elders).
 - Educate individuals and families about prevention, health maintenance, and chronic disease management (e.g., diabetes, hypertension, maternal and child health).
 - Provide one-on-one and group educational sessions on various public health topics such as nutrition, physical activity, substance abuse prevention, sexual health, and immunizations.
 - Coordinate and lead workshops, seminars, and health fairs to raise awareness and promote community health.
2. Community Engagement:
 - Serve as a liaison between the tribal health department and the community to identify health needs and priorities.
 - Collaborate with tribal leaders, community organizations, schools, and other stakeholders to develop tailored health programs that address the needs and cultural values of the community.
 - Support the development of culturally sensitive materials, including brochures, posters, and digital resources.
 3. Public Health Advocacy:
 - Advocate for policies and initiatives that promote public health and wellness within the tribal community.
 - Engage in efforts to reduce health disparities, including working on health literacy, substance abuse prevention, and increasing access to care.
 4. Public Health Emergency Response:
 - Emergency Preparedness: Assist in the development and updating of emergency preparedness plans related to public health crises, including pandemics, natural disasters, and other health emergencies.
 - Crisis Communication: Work with tribal health leaders and emergency management teams to provide clear, timely, and culturally appropriate communication to the community during health emergencies.
 - Community Education during Emergencies: Provide education on emergency health protocols, disease prevention, and mitigation strategies during public health emergencies, such as vaccination campaigns, quarantine measures, and safe hygiene practices.
 - Emergency Response: Serve as a frontline health responder during public health emergencies by providing nursing care, triaging patients, and assisting with emergency health services in collaboration with emergency response teams.
 - Resource Coordination: Support the distribution of emergency health supplies, such as PPE, medications, and vaccines, ensuring culturally relevant materials and guidelines are provided to community members.
 5. Data Collection and Evaluation:
 - Assist with the collection of health data to assess community health needs and program effectiveness.
 - Analyze health trends and provide recommendations to improve community health outcomes based on data findings.
 - Analyze health trends and provide recommendations to improve community health outcomes based on data findings.
 6. Ensure that direct employees understand job duties, receive adequate training, and comply with employment requirements for Bois Forte including monitor travel, timecards, program spending, reporting, follow grant and program duties, approve spending, etc.
 7. Develops staff skills and encourages growth; solicits and applies feedback (internal and external); improves processes and services; continually works to improve supervisory skills. Developing a positive work culture by building morale and team cohesiveness.
 8. Ensure staff participate in Bois Forte and Community conferences to provide the community with information regarding programs and services.
 9. Effectively communicates with staff, supervisor and upper management, departments within HHS, Bois Forte departments and other agencies, clients, and community members.
 10. Responsible for staff performance appraisal and management including developing a positive work environment, recognizing staff and team contributions, balances team and individual responsibilities, addresses complaints, and resolves problems. Includes, but not limited to taking responsibility for staff activities; exhibits objectivity and openness to others' views; gives and welcomes feedback.

Position Description

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. Other duties as assigned.

MINIMUM MANDATORY QUALIFICATIONS

- | | |
|--|---|
| Experience: | <ul style="list-style-type: none">• Two (2) years supervisory experience AND• Two (2) years registered nurse experience with a strong background in public health, community health or health education. |
| Education: | <ul style="list-style-type: none">• Associate's degree in nursing. |
| License/Certification: | <ul style="list-style-type: none">• Hold a current Registered Nurse License and be in good standing with the State of Minnesota Board of Nursing.• Current BLS certification or able to obtain within 6 months of hire.• Must possess a valid driver's license and reliable transportation. |
| Mandatory Knowledge, Skills, Abilities and Other Qualifications: | <ul style="list-style-type: none">• Knowledge of and ability to adhere to HIPAA regulations.• Knowledge of and ability to follow and apply policies and procedures of the Band, State and Federal laws relating to scope of practice.• Knowledge and ability to follow Universal Precautions.• Ability to work effectively in a culturally diverse environment.• Awareness and sensitivity to the cultural practices, traditions, and health disparities within tribal communities.• Knowledge of American Indian health and wellness priorities and tribal healthcare systems.• Knowledge of mental health conditions, substance abuse prevention, and trauma-informed care approaches in tribal settings.• Strong understanding of public health principles, health promotion strategies, and disease prevention.• Ability to design, implement, and evaluate wellness programs that align with tribal priorities.• Budgeting, resource allocation, and grant writing skills for sustainable program management.• Proficiency in building trust and partnerships with tribal leaders, healthcare providers, and community members.• Strong facilitation skills to host workshops, health fairs, and community outreach events.• Expertise in integrating clinical nursing proactive with community-based health initiatives.• Skilled in collecting, analyzing, and using health data to identify community health needs and measure program outcomes.• Capability to lead multidisciplinary teams and collaborate effectively across departments.• Ability to inspire and mentor staff to deliver culturally sensitive care and services.• Strong verbal and written communication skills for effective advocacy, reporting, and health education.• Readiness to adapt programs and strategies to meet evolving community health needs and emerging public health crises. |

PREFERRED QUALIFICATIONS

- Previous experience in teaching or health education is preferred.
- Experience or training in public health emergency preparedness and response, including experience working in crisis or emergency settings, is a plus.
- Bachelor of Science in Nursing and current Public Health licensure is preferred.

COMMUNITY WELLNESS PROGRAM MANAGER

Position Description

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.
- 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 40 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 and, at times, complicated 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 fully uphold all principles of confidentiality. This position may have 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.

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 complete 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 Applications received after the closing date will not be accepted.