

Little Traverse Bay Bands of Odawa Indians

Job Posting

Job Title:	REACH Grant Coordinator
Department:	Health
Reports To:	Community Health Manager / Health Director
Status:	Exempt
Salary Range:	\$17.37 to \$23.50 per hr.
Level:	5
Terms:	32 Hours per week. Grant funded position for 3 years. Position will terminate at the end of the grant.
Opens:	November 13, 2014
Closes:	December 05, 2014

SUMMARY

Functions as the REACH Journey to Wellness Program Coordinator within the Little Traverse Bay Bands of Odawa Indians (LTBB). Determines, develops, coordinates, and administers culturally sensitive health promotion-disease prevention strategies for Native American individuals and groups living across the service area. Responsible for implementing specific Policy, Systems, and Environmental strategies, as defined by the specific grant goals and objectives. *Direct Services are not permitted under the REACH Journey to Wellness Project.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- 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.
- Provide positive role modeling for community members that support healthy lifestyles.
- Responsible for coordinating all REACH Journey to Wellness project activities, including establishing and maintaining the Journey to Wellness health coalition, completing project work-plan, participating in required ITCM meetings/conference calls, and completing all evaluation, reporting, and dissemination requirements.
- Encourage active participation of the Journey to Wellness health coalition members in project activities and decisions, through regular meetings and other proactive methods of communication.
- Actively oversee all REACH Journey to Wellness work plan activities during their planning, development, implementation and evaluation phases.
- Track performance in relationship to the achievement of short-term and intermediate outcomes and budgetary expenditures.
- Seek technical assistance from Project Partners at the State, HHS agencies and the Project Officer at the ITCM.
- Participate in all required evaluation and media components of the REACH Journey to Wellness work plan in order to address effectively meet the needs of the Little Traverse Bay Bands community.
- Community Action Plan Interventions. Identify and implement best practice policy, systems, and environmental strategies proven to prevent and control cardiovascular disease including

the risk factors of poor nutrition, physical inactivity, commercial tobacco abuse, and lack of community-clinical linkages.

- Must be able to employ effective public health strategies such as changes to the social and physical environments; health promotion, public education and information; media and other communication strategies; technological advances; system improvements; provider education and medical office-based improvement strategies.
- Fulfill quarterly reporting requirements to the Health Director in a timely manner.

EDUCATION and/or EXPERIENCE

Bachelor of Science degree in Health Education or a related discipline with at least one year of experience implementing health education programs required. Knowledge and experience in grant writing preferred.

SKILLS AND ABILITIES

Must be proficient in Microsoft Word, Excel, PowerPoint, Outlook or other email system, and have the skills necessary to work with electronic reporting. Must have excellent program management, interpersonal, and communication skills. Must be able to work without direct supervision. Utilizes and incorporates professional standards of practice criteria and guidelines into program development, implementation, and evaluation. Prepares and submits grant reports in a timely manner as directed by the grantor. Must be able to function autonomously and contribute to the overall direction and success of the program. Must maintain strict client confidentiality protocol as defined by program policy. Responsible for knowledge and adherence to Little Traverse Bay Bands of Odawa Indians, Miskiki Gumik Health Policies, including those on safety and infection control.

CERTIFICATES, LICENSE, REGISTRATIONS

Must have valid driver's license and be insurable by Little Traverse Bay Bands of Odawa Indians.

COMMENTS

Indian preference will apply. Individual must be able to pass a thorough background investigation, including criminal and employment.