

Little Traverse Bay Bands of Odawa Indians

JOB POSTING

Job Title: Family Spirit Health Educator
Department: Health Department
Reports To: Maternal Child Health Nurse
FLSA Status: Non-exempt
Salary Range: \$13.54-\$18.32 per hour (\$22,530-\$30,484 annual)
Level: 3 Full Time-32 hours per week
Term: Grant funded position terminates when the grant cycle is complete
September 29th, 2017
Opens: August 11, 2015
Closes: September 1, 2015

SUMMARY:

Functions as a Family Spirit Health Educator for the Little Traverse Bay Bands of Odawa Indians Tribal Home Visiting Program which will support the development of healthy, happy Native American children ages 0-5 and their families. Through coordinated home visiting and community strategies that address critical maternal and child health, development, early learning, family support, child abuse and neglect prevention. The candidate will work hand in hand with the Healthy Start program to implement this grant.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Serves as a Family Health Educator for the Family Spirit Project in Little Traverse Bay Bands of Odawa Indians community.
- Recruit mothers, fathers and caregivers to participate in the Family Spirit Program.
- Outreach visits with mothers, fathers, and caregivers in their homes, teaching a comprehensive parenting curriculum and performing evaluations.
- Provide social support and connect participants to other community resources.
- Maintain data forms, data entry, charts, schedules and tracking logs to document outcomes.
- Represent the Family Spirit Program and LTBB during community meetings, in-services workshops and presentations for community partners and local service providers.
- Recognizes and is sensitive to the cultural dimension inherent in the practice of health education in Native American communities.
- Ability to communicate and interact in a sensitive and respectful way in the local community.
- Travel to other sites for trainings, meetings and other duties as needed.
- Assist with other organizational activities as needed.
- Plans, implements, and evaluates health education/health promotion services.
- Maintains basic reference library, educational materials, and audio-visual aids as resources allow.
- Will be expected to contribute to the overall growth and development of the Mnozhiyaa gamig.
- Must be able to work with minimal supervision.
- Must maintain strict client confidentiality and adhere to HIPPA standards.
- Other duties as assigned.

EDUCATIONAL/EXPERIENCE REQUIREMENTS:

- High school diploma or GED.
- Associates in early child development preferred or related field (teacher, nurse, social worker, or counselor considered.) Certificate in early child development considered.
- Minimum of 1 year of work, school or volunteer experience in early child development or related field required.
- Experience with Resource & Patient Management software (RPMS) preferred.
- Previous experience with the local tribal community preferred.

OTHER SKILLS AND ABILITIES:

- Must be able to travel outside of the state- may include air travel. Some evenings, weekends, and extended overnights may be required
- Moderate walking, bending, and lifting
- Strong organizational skills
- Ability to effectively multitask
- Data management skills to include experience with Microsoft word, excel and power point
- Must be able to operate a telephone, printer, fax , and copier
- Flexible and adaptable
- Excellent professional judgment
- Must possess excellent written, verbal and interpersonal communication skills
- Must be a team player, able to establish and maintain effective working relations with the general public, other agencies, and co-workers
- Must be able to give and accept constructive criticism related to job or job performance.
- Must obtain CPR certification within 90 days of employment and maintain the certification while employed
- Must have a valid Michigan drivers license
- Must be insurable
- Must have reliable transportation

COMMENTS

- Native American preference will apply.