

MI'KMAQ NATION

JOB DESCRIPTION

TITLE: Community Health Coordinator

CLASSIFICATION: Full-time Hourly/ Non-Exempt

IMMEDIATE SUPERVISOR: Community Health and Wellness Director Administrator

SALARY RANGE: \$21-\$32 per hour

NOTE: The following includes data on essential functions, as well as physical, mental, academic, and experiential requirements for the position defined herein. This Position Description is intended to serve interviewers, applicants, directors, and incumbents as a reference tool for determining whether an applicant's or an employee's qualifications are sufficient to perform the tasks and assume the responsibilities as described herein. Some aspects of this Position Description may change over time, according to the Tribe's needs, and may not be reflected herein.

SUMMARY OF POSITION: The Community Health Coordinator (CHC) provides culturally relevant education on prevention and the promotion of holistic wellness for the Mi'kmaq community. This is accomplished by way of outreach to eligible tribal-member homes, off-site health-care facilities, and on-site. The CHC assists eligible community members with access to health care by providing knowledge of services and assisting with eligibility for alternate resources. Incumbent acts as a health advocate for the community by relaying the health care and program needs to the appropriate director. Serves as a liaison between Community Health and Wellness Department, MHD, Tribal programs, and the community to facilitate access to services and improve the quality-of-service delivery, including the coordination of services to improve diabetes-related health outcomes.

EDUCATION (AND PERTINENT EXPERIENCE): High School Diploma or GED, with three (3) years of experience in promoting and assisting with health prevention education programs, services, functions, and activities a healthcare experience as a Certified Nurse Aid, Certified Medical Assistant, or Licensed Practical Nurse or Certified Medical Assistant

LICENSES OR CERTIFICATIONS: Valid CNA, CMA, LPN; Possess a valid driver's license. Agency-owned vehicles will be made accessible in order for incumbents to achieve assigned duties; however, a reliable, private vehicle is a must. Be eligible to be put on the tribe's vehicle insurance policy. Ability to successfully complete ADCES Certification within 6 months of hire.

SKILLS/KNOWLEDGE/ABILITIES REQUIRED: Highly resourceful team-player, with the ability to also be effective independently. Creative thinker who actively seeks opportunities and proposes solutions. Strong interpersonal skills, including tact and flexibility to work effectively with supervisor, staff, and participants. Computer skills to include Word, Excel, PowerPoint, and Outlook. Knowledge of Electronic Health Records (EHR), RPMS a plus. Possess good communication skills (oral and written). -Must have a familiarity with the cultural factors relative to the care of Native Americans. Facilitate group classes proficiently using a wide

range of skills and techniques to help participants understand their common objectives and assist them to achieve them. Understand how social determinants of health impact the community and participants.

WORKING CONDITIONS: Work is performed in an office and/or primary care setting, Tribal and community buildings, and patient homes. Work requires long periods of regular and recurring standing, walking, bending, and lifting no more than 50 pounds.

Items may be placed on overhead storage. There is a common exposure to contagious and infectious diseases occasionally. The work may require escalation strategies with patients, families, and visitors. Reasonable accommodations may be made to enable Individuals with disabilities to perform the essential functions.

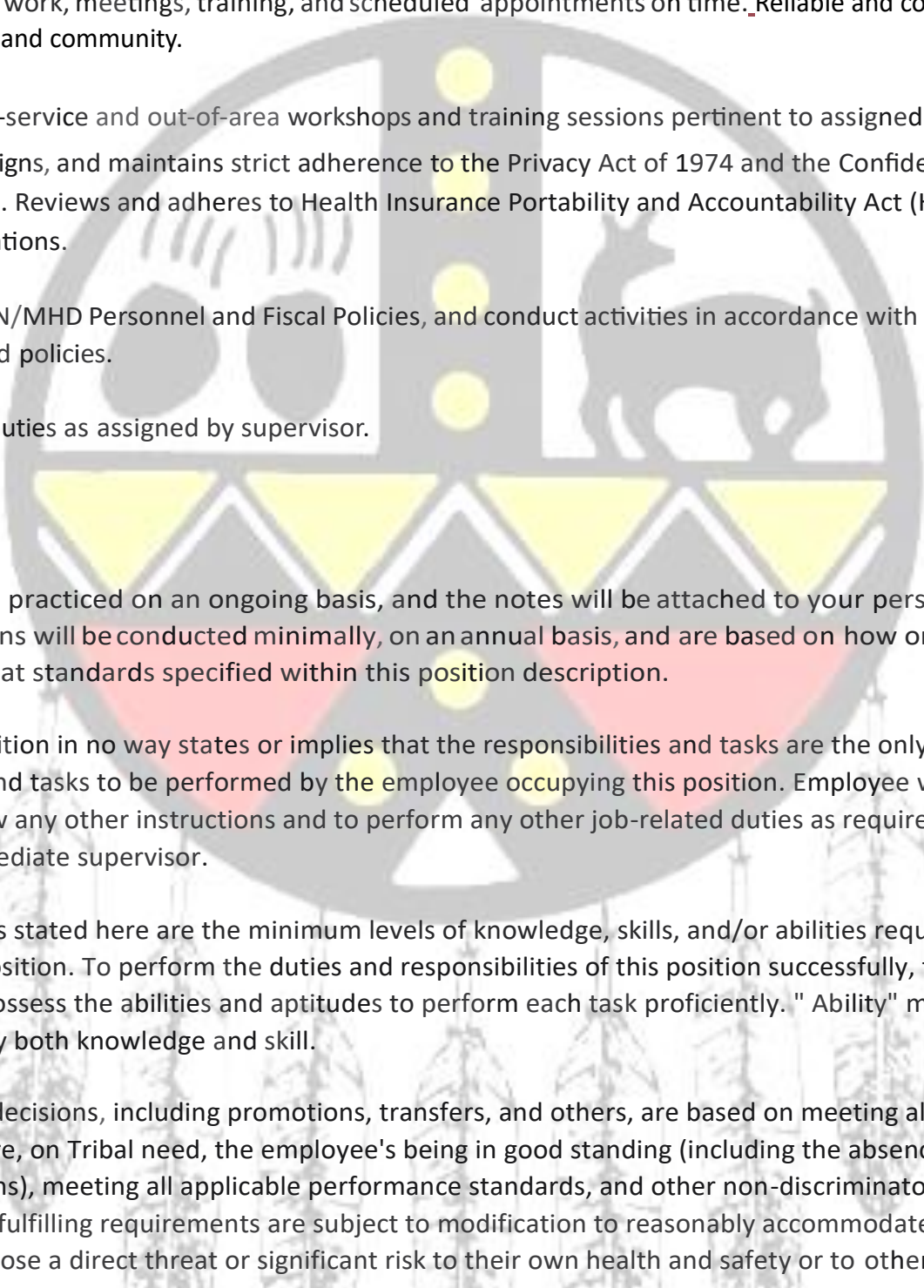
TRAVEL REQUIREMENTS: Willingness to travel throughout Aroostook County to visit eligible tribal members' homes, in hospitals, and any other appropriate health agencies and Tribal Offices. The ability to travel and attend meetings and trainings throughout the State of Maine; overnight and out of town, both locally & nationally, minimal frequency.

FUNCTIONS/TASKS:

- CHC is responsible for both clinical and administrative tasks, including closing the loop with patients, engaging patients and re-engaging assigned patients, and work as a part of the diabetic care team and supports provider through an integrated approach to care coordination and outreach. CHC is assigned a minimum client load and home visits per week, as established by supervisor.
- Offer education and support to participants through facilitating group classes with topics focused on diabetes management and prevention, hypertension, weight management, healthy eating, stress management, and other chronic diseases via newsletter and other written formats, in-person/virtual workshops, and videos.
- Outreach to members who are historically hard to engage or not linked to community services and provide proactive follow-up and monitoring.
- Serve as a patient advocate (with patient present) either in-person or via telephone for those who need assistance in the application of, and effective utilization of, alternate resources such as: Medicare, Medicaid, Department of Veterans' Affairs, Bureau of Employment Compensation, Third-Party Liability, Prescription Assistance Plans, etc.
- Works in collaboration with Injury Prevention Specialist conducting home safety assessments, outreach, and distributing health care brochures, educational videos/web media links, fire detectors, fire extinguishers, bike helmets, child safety seats, pandemic information and supplies, and other health-

related and injury prevention materials. Responsible for regular communication with community via drafted monthly newsletter and email distributions.

- Leads, Coordinates, and plans the annual/mini-Health Fairs, vaccine clinics, and any other clinics in collaboration with the medical team. Maintains materials of evaluation, both paper and electronic filing system, as well as provide follow-up as needed.
- Conduct home visits to assist in referring clients, according to protocol, who need healthcare and services, to the appropriate health resources, i.e. Purchased/Referred Care (PRC), injury prevention, primary care, behavioral health, environmental health, physical wellness, and nutritional educational programs, services, functions and activities while being able to talk knowledgeably about all resources.
- Maintain a daily log of activities, taking meeting minutes, compiling data for reports, creating digital presentations, writing reports, editing, proofreading, and other information preparation duties. Maintains accurate record of the program. Prepare and submit written quarterly, semi-annual, and annual reports within specified time periods.
- Serves as the Special Diabetes Prevention for Indians (SDPI) Diabetes Program Coordinator. Responsible for the coordination, implementation, and evaluation of the Diabetes Program, its scope of work, budget, and spending plans.
- Review, evaluate, and monitor SDPI program to ensure adherence to funding objective, including but not limited to outreach, registration, wellness activities, data collection, patient education, and reporting; coordinates with clinical team to provide extensive information on diabetes prevention, care, and management to patients and community groups as requested.
- Must be proficient in running and maintaining reports, i.e., the RPMS Diabetes Registry, with data collection to meet the SDPI program outcome measures and objectives.
- Keep abreast of current practices and concepts in health education through current literature, seminars, and direct contact with health professionals.
- Participate in proficiency testing events as assigned. Advance job knowledge and skills through continuing education efforts, with the approval of the program
- During client engagement and/or outreach, will perform clinical screenings, obtaining blood pressure measurements, documenting vital signs in the Electronic Health Record, etc., in accordance with current clinical certification.
- Reports to immediate supervisor any significant or abnormal findings in relationship to health and social matters that come to incumbents' attention during their performance of their duties.
- Attend staff and other meetings, in-services, and other events as directed by supervisor.

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- Reports to work, meetings, training, and scheduled appointments on time. Reliable and committed to the clients and community.
 - Attends in-service and out-of-area workshops and training sessions pertinent to assigned duties.
 - Reviews, signs, and maintains strict adherence to the Privacy Act of 1974 and the Confidentiality Statement. Reviews and adheres to Health Insurance Portability and Accountability Act (HIPAA) rules and regulations.
 - Review MN/MHD Personnel and Fiscal Policies, and conduct activities in accordance with those established policies.
 - All other duties as assigned by supervisor.

EVALUATION

Feedback will be practiced on an ongoing basis, and the notes will be attached to your personnel file. Formal evaluations will be conducted minimally, on an annual basis, and are based on how one meets, exceeds, or fails at standards specified within this position description.

NOTICE: This position in no way states or implies that the responsibilities and tasks are the only responsibilities and tasks to be performed by the employee occupying this position. Employee will be required to follow any other instructions and to perform any other job-related duties as required by the employee's immediate supervisor.

The requirements stated here are the minimum levels of knowledge, skills, and/or abilities required to qualify for this position. To perform the duties and responsibilities of this position successfully, the incumbent will possess the abilities and aptitudes to perform each task proficiently. "Ability" means to possess and apply both knowledge and skill.

All employment decisions, including promotions, transfers, and others, are based on meeting all requirements here, on Tribal need, the employee's being in good standing (including the absence of disciplinary actions), meeting all applicable performance standards, and other non-discriminatory criteria. The methods for fulfilling requirements are subject to modification to reasonably accommodate qualified individuals who pose a direct threat or significant risk to their own health and safety or to others.

If you are interested in applying for this position, you must submit a completed job application.

A completed application includes copies of certificates/licenses/degrees stated in your application, a cover letter and a resume, *and* 3 professional references from current or past employers (within 3 years).

A complete Job Description and application can be accessed online at www.micmac-nsn.gov under Job Opportunities, or you can call our office to have an application mailed to you. An offer of employment will not be made without a successful DHHS, State of Maine background check, and or FBI fingerprint background check.

CLOSING DATE: December 19, 2025

Please send the completed Job Application to the following address or email:

Attn: Human Resources
Mi'kmaq Nation
7 Northern Road Presque Isle, Me. 04769
bdiamond@micmac-nsn.gov

The Mi'kmaq Nation practices Native Preference to qualified Native Americans under Public Law 93-638 and is an Equal Opportunity and Service Provider.

