

MI'KMAQ NATION – JOB ANNOUNCEMENT

Title: Community Health Coordinator

Classification: Full-Time, Hourly, Non-Exempt

Immediate Supervisor: Community Health & Wellness Director/Administrator

Salary Range: \$21–\$32 per hour

Summary of Position:

The Community Health Coordinator (CHC) provides culturally relevant education on prevention, diabetes care, and holistic wellness for the Mi'kmaq community through outreach in homes, health care facilities, and on-site locations. **A primary responsibility of this position is to serve as the Special Diabetes Coordinator for Mi'kmaq Nation (SDPI) Diabetes Program, including oversight of program monitoring, evaluation, reporting, and required documentation in compliance with grant and funding requirements.**

In addition, the CHC assists eligible community members in accessing health care services by sharing program information and supporting eligibility for alternative resources. The CHC acts as a health advocate by communicating community needs to leadership and serves as a liaison between the Community Health and Wellness Department, the Mi'kmaq Health Department (MHD), Tribal programs, and the community to strengthen service access, care coordination, and diabetes-related health outcomes. The CHC maintains accurate activity logs, meeting minutes, data, presentations, reports, and other required records.

- **Education & Experience:** High School Diploma or GED.
- Three (3) years of Health Care Experience in health prevention, community health, or related services with a Valid CNA, CMA, or LPN certification.

Licenses & Certifications

- Valid driver's license and insurability under Tribal insurance.
- Reliable personal vehicle (agency vehicles may be available).
- Ability to complete ADCES Certification within six (6) months.

Working Conditions

- Work in office, primary care, Tribal/community buildings, and patient homes.
- Regular standing, walking, bending, and lifting up to 50 lbs.

Travel Requirements

- Frequent travel throughout Aroostook County; occasional statewide/overnight travel.

Functions & Tasks

The CHC provides health education, outreach, and patient advocacy; collaborates with Injury Prevention staff and team members; coordinates Health Fairs, vaccine clinics, and other community clinics; serves as the SDPI Diabetes Program Coordinator (monitoring, evaluation, reporting); and maintains activity logs, minutes, data, presentations, reports, and other documentation.

Submit a completed Mi'kmaq Nation job application with a cover letter, resume, copies of certificates/licenses/degrees, and three (3) professional references from the past three years. Applications and the full Job Description are available at www.micmac-nsn.gov under "Job Opportunities" or by request. All employment offers are contingent upon successful State of Maine DHHS and/or FBI fingerprint background checks.

Closing Date: March 16th, 2026

Submit Applications to: Attn: Beth Diamond, Mi'kmaq Nation, 7 Northern Road, Presque Isle, ME 04769, or email bdiamond@micmac-nsn.gov.

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