

Job Description

POSITION TITLE: Community Health & Wellness Health Education Specialist

STATUS: Full-Time (32 hours minimum, up to 40)/Hourly /Exempt/Permanent

IMMEDIATE SUPERVISOR: Community Health & Wellness Administrator

SALARY RANGE: \$24-33 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 serves interviewers, applicants, directors, and incumbents as a reference tool for determining whether applicant or employee qualifications are sufficient to perform the tasks and assume the responsibility 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 SCOPE OF WORK:

Will ensure the relative safety of Mi'kmaq citizens across a variety of settings through top-tier customer service, trauma-informed care practices, reliability, and punctuality. Responsible for delivering health education in group and 1:1 settings for various health conditions, leading and teaching cooperatively with division coordinators, and performing therapeutic bodywork as appropriate to support holistic wellness of clients.

EDUCATION AND EQUIVALENT EXPERIENCE:

4-year degree in community or public health education preferred. A two-year degree in public or community health is required. Current certifications in Health Education, Nutrition, Therapeutic Bodywork, and/or Massage are required. CPR required. Personal trainer certificate from a nationally recognized organization such as NASM, ISSA, or NAFC (as selected by division director) or ability to successfully obtain personal trainer credential within three (3) months of employment. Familiarity with the local area, people, and culture. Must be able to pass a background check successfully.

CERTIFICATES, LICENSES, REGISTRATIONS :

Valid Maine State driver's license (must be able to show up reliably and on time, transport clients as needed for department offerings). Willingness to be trained in infection control cleaning standards (for 1:1 client areas and areas of therapeutic bodywork) and willingness to take and pass CPR.

SKILLS/KNOWLEDGE/ ABILITIES (SKA) REQUIRED:

Excellent communication, customer service, and organizational skills. Ability to deal effectively with people and be sensitive to the needs of the Mi'kmaq Community. Possess the capability to follow directions relative to the Program Scope of Work and Job Description.

Must be able to effectively work within individual and group settings, following the Privacy Act of 1974.

The individual must have reliable transportation to get to work. Must be able to drive company vehicles for program events, should it be needed.

Ability to lift 50 lbs. or more.

Ability to successfully clear all (multiple) background checks

CPR trained and certified, or have the ability to become so prior to the work start date.

Ability to attend and meet general fitness room orientation expectations for new users.

Ability to obtain and maintain personal training credentials within three (3) months of employment (for continued employment).

Ability to work with a variety of clients in a classroom, 1:1, office settings or meeting spaces, wellness and/or fitness center, and outdoor environments to deliver group and 1:1 education on various health topics.

Ability to plan, organize, implement, and evaluate group education classes and make necessary quality improvement adjustments.

Ability to maintain accurate and timely client records according to MHD policy.

Ability to obtain and maintain necessary credentials for duties.

WORK ENVIRONMENT:

The work environment characteristics described here represent those an employee encounters while performing the essential functions of this job. This position will be in a fitness room/gym setting, may have overall wellness building (basketball gym) exposure and all rooms within (bathrooms), and could include other tribal programs, including but not limited to programs such as the Elders program and Health Fair setting. Settings include 1:1 client-facing environments (office, exam room, or room set up for therapeutic bodywork and personal health coaching). Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

1. Ability to be punctual and arrive to work during all scheduled shifts.
2. Must be available to work a minimum of 32 hours per week during health department hours of operation.
3. A minimum of 80% of time: Ability to design, deliver, evaluate health education classes and provide 1:1 health education to MFHS registered clients, on a variety of conditions, including (but not Limited to) Diabetes, Pre-diabetes, Obesity, and other Chronic Health Conditions, also herbs/essential oils for health, nutrition, yoga, etc.
4. May use 10% of time: may be used for personal training clients (based on schedule/time availability from #3 above). Demonstrate safe use of equipment. NOT within the scope of work to advise on programming or proper technique unless certified as a personal trainer. This 10% is the lowest time priority and may not be utilized; should items 3, 5, and 6 require it.
5. May use up to 10% of time to perform therapeutic bodywork for clients as needed based on intake, client need, and professional judgment.
6. Attend scheduled staff meetings, and AAAHC-related work, and complete all required trainings. Anticipated 10% total work schedule allocated to administrative duties of this type.
7. Disinfect and clean areas used with clients, should it include therapeutic bodywork, linens, or equipment (general infection control standards).
8. Demonstrate top-tier customer service and professionalism at all times.
9. Dress in appropriate and safe attire and footwear for the activity.
10. Ability to adapt quickly should priorities of the team change unexpectedly.
11. Communicate effectively with and complete tasks assigned by the supervisor.
12. Communicate effectively with all peers, supervisors, and community members.
13. Other criteria for success:
 - Demonstrate a positive attitude for all users and coworkers.
 - Positively promote the use of the facility & services to the Mi'kmaq Community.
 - Ability to work with diverse populations within our community.

14. Responsible for evaluating users' fitness levels, personal goals, and skills to develop personalized training programs.
15. Work across the division with the Recreation Coordinator, Injury Prevention Coordinator, Nutrition Coaches, and other health department staff, including medical personnel, to prevent duplication of services but to provide inclusive wrap-around services.
16. Maintain professional notes on the user's progress and sessions across many activities (classes, personal training, body work within HER for 1:1 clients) and be able to analyze data and reports, when requested, to the supervisor for various meetings and reporting expectations.
17. Other community health & wellness, recreation, and fitness and injury prevention - related activities as assigned (such as Health Fairs, recreation clinics, food prep clinics, lunch and learns, holistic practices, etc.) that may not be covered under item 3 of this PD.
18. Ability to develop and maintain budgets related to various classes offered.
19. Ability to complete client notes within a medical record, adhering to HIM and health department policies around thoroughness and timeliness of completion.
20. Ability to maintain all credentials and certifications.
21. Other duties as assigned. Understand that, based on division and /or health department priorities, we reserve the right to adjust the PD, without formal revision, but up to 20% of total time. Perform therapeutic bodywork for clients as needed, based on intake, client needs, and professional judgment.

NOTICE OF STANDARD WORK CONDITIONS OF EMPLOYMENT

This Scope of Work/ Position Description in no way implies that the responsibilities and tasks are the only responsibilities and tasks performed by this position. S/he will be required to follow any other instructions and to perform any job-related duties as required by his/her immediate supervisor.

Requirements stated herein are **minimum** levels of knowledge, skills, and or abilities to qualify for this position. To successfully perform this position's scope of work, duties, and responsibilities, the incumbent will possess the abilities and aptitudes to perform each task proficiently. "**Ability**" means to possess and apply both knowledge and skills. All employment decisions, including promotions, transfers, and others, are based on meeting all requirements herein, tribal needs, the employee's good standing (including the lack of disciplinary actions), meeting all applicable performance standards, and other non-discriminatory criteria. The methods of fulfilling requirements are subject to possible

modification to reasonably accommodate qualified individuals who pose a direct threat of significant risk to the health and safety of themselves or others.

THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT, IMPLIED OR OTHERWISE.

WE REMAIN AN “AT WILL” EMPLOYER. PREFERENCE WILL BE GIVEN TO NATIVE AMERICAN APPLICANTS

The Mi'kmaq Nation practices Native Preference to qualified Native Americans in accordance with 25 USC 472, 472 (a), and P.L. 93-638 and is an Equal Opportunity and service provider.