

**NORTHERN CHEYENNE TRIBE
TRIBAL BOARD OF HEALTH
JOB ADVERTISEMENT**

POSITION: Health Improvement Activities Coordinator **SALARY:** \$16-\$18.00

DEPARTMENT: Tribal Health Improvement Program (T-HIP)

ACCOUNTABLE TO: Tribal Health Improvement Program (T-HIP) Director

CLASSIFICATION: Regular Full-time, Covered, Non-exempt

OPEN: 7/15/2020

OPEN UNTIL FILLED

How to Apply:

1. Submit a completed Northern Cheyenne Tribe application,
2. Resume'
3. Three (3) current (within 1 year) letters of recommendations (one must be past/present employer)
4. Proof of tribal enrollment (if claiming Indian preference)
5. DD214 (if claiming Veteran's preference),
6. Copies of credentials or certified copy of transcripts,
7. Valid Montana Driver's License candidate must be insurable.

**Northern Cheyenne Tribe
P.O. Box 128, Little Wolf Capitol Building
Lame Deer, Mt. 59043
Attention: Human Resources Office**

ONLY COMPLETE APPLICATIONS WILL BE CONSIDERED

SUMMARY OF WORK:

The Health Improvement Activities Coordinator will plan and monitor activities and programs. Act as the liaisons between the Tribal Health Improvement Program, staff, vendors and community members to facilitate the success of the activities and programs.

JOB CHARACTERISTICS:

Nature of Work: The Health Improvement Activities Coordinator will plan and organize large and small community related events, activities and programs. Experience in event programming that includes the ability to motivate others, uses excellent organization skills, with the ability to set and meet deadlines, strong written and verbal communication, planning, public relations, budgeting and marketing.

Personal contacts: This position makes daily contact with patients, health professionals, programs, schools, medical facilities, State Health Department and the general public.

Supervision Received: This position receives daily supervision from the Tribal Health Improvement (T-HIP) Director.

Supervision of Staff: This position supervises full-time and part-time staff and volunteers.

Supervision of Events: This position works closely with and continuously communicates with event organizers and the public.

Essential Functions: The coordinator **must** be able to work with a variety of groups, special interest organizations and individuals, be willing to receive feedback to accomplish a well-organized event. They will be required to work evenings and/or weekends in order to attend events to as a point of contact, logistics for set up and take-down and supervision.

The coordinator needs a cooperative, detail oriented, with a professional attitude. They will be problem-solver, approachable to navigate system challenges. They will ensure that the events are held in accordance with T-HIP standards and policies.

AREAS OF JOB ACCOUNTABILITY AND PREFORMANCE

- Responsible for planning, coordinating and organizing aspects of the Tribal Health Improvement activities and programs.
- Work with staff and various tribal programs.
- The ability coordinate events, develop programs, is a self-starter and work with different types of organizations.
- Provides customer service for patients seeking services from Public Health Nurses and Community Health Representatives.
- Ability to plan accordingly to navigate the purchase of equipment process.
- Coordinates event file maintenance and provides follow up.
- Conducts meetings, writes correspondences, and reviews all original documents before processing for signature and mailing.
- Maintains confidential correspondence, data and information in accordance with the privacy act and HIPAA standards.
- Maintains an updated and accurate record keeping system.
- Calculates monthly participation numbers, and final event reports and also other duties as required.

JOB REQUIREMENTS

Knowledge: This position **requires** knowledge of records management, drafting emails, fliers, memos and agendas. The incumbent shall have knowledge of the Tribe's operating manuals and policies.

Skills: This position **requires** skills in the use of computer software internet, word processing, submitting reports, calculator, copier, telephone etiquette, conducting meetings and public speaking and other event planning responsibilities.

Abilities: This position **requires** the ability to communicate effectively both verbally and in writing, follow verbal and written instructions; make appropriate decisions; understand policies and procedures; work independently, interpret and implement specific protocols; establish and maintain good public relation skills.

JOB PERFORMANCE STANDARDS:

Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to the following:

- Observes work hours
- Uses sound judgement and reasoning in decision making
- Demonstrates punctuality
- Performs assigned duties to completion
- Maintains accurate and timely records
- Prepares and submits accurate reports on time
- Demonstrates excellent public relations and communication
- Operates in a safe and responsible manner
- Adheres to confidentiality standards
- Maintains event calendars and appointments
- Utilizes computer systems and job-related office equipment
- **Must** agree to and sign waiver for pre-employment drug testing
- Maintains sound record keeping, reporting, filing and event information
- Demonstrates ability to work independently and execute guidelines, policies and procedures
- Establishes and maintains effective working relationships with fellow employees, supervisor and the public
- Indian Preference, with first preference given to enrolled members of the Northern Cheyenne Tribe
- **Must** have current driving license

EDUCATION AND EXPERIENCE:

High School Diploma or **G.E.D.** equivalent **required.**

Computer Skills & typing proficiency required.

An **Associates of Arts** Degree or 2 years of University course work is **preferred.**

Two year's experience in event planning is **preferred.**