

NORTHERN CHEYENNE TRIBE TRIBAL HEALTH PROGRAMS

POSITION: Project Coordinator

SALARY: \$ 22.00 per hour/ DOE

DEPARTMENT: Northern Cheyenne Tribal Board of Health

ACCOUNTABLE TO: Tribal Health Administrator

CLASSIFICATION: Regular, Non-Exempt, Full-Time

OPENING DATE: August 10, 2023

CLOSING DATE: Open Until Filled

How To Apply: Submit a completed application, **RESUME** (3) current (within 1 year) letters of recommendations (one must be past/present employer, Tribal certification or Tribal I.D. (if claiming Tribal preference) a DD214 (if claiming Veteran's preference) and college transcripts, (if claiming college education) to: Northern Cheyenne Tribe, attn. Human Resources Office, P.O. Box 128, Little Wolf Capitol Building, Lame Deer, Mt. 59043

****Driver's License and Driving record required for this position****

Submit the required documents to the Human Resources Office located at the Little Wolf Capitol Building at the Security Desk, or mail to the Northern Cheyenne Human Resources Department at P.O. Box 128, Lame Deer, Montana 59043, or you can call (406) 477-4825 to email or fax.

**ONLY COMPLETE APPLICATIONS WILL BE CONSIDERED
(applicant will be notified of any missing documents)**

Job Overview: The Northern Cheyenne School Wellness Project (NCSWP) Coordinator will manage the implementation and maintenance of school health clinics in the Northern Cheyenne Nation. Duties include, but are not limited to, the coordination of work plan tasks, assisting with communication among Northern Cheyenne Tribal Board of Health leadership and healthcare staff providing services for the project, assisting school partners with planning and implementations of various trainings and activities. This person will be the primary point of contact for school partners, clinical staff, and the Tribal Board of Health.

This is a full-time position with an anticipated 40 hours of work each week. Primary working hours are Monday through Friday. The individual must be willing to work variable hours, including early mornings, nights, and weekends if necessary to meet deadlines.

Essential Functions (Major Duties or Responsibilities):

A. Project Management

(60%)

- Organize an array of key stakeholders and partners in order to successfully offer school wellness programs and clinics
- Attend regular project meetings (weekly, monthly, and as needed)
- Facilitate clear and regular communication among those involved in the project
- Ensure accomplishment of work plan tasks, as outlined from the funding agency
- Report back to Northern Cheyenne Tribal leadership and project funders
- Manage employees and contractors

B. Training & Technical Assistance (30%)

- Coordinate trainings for school wellness sites and applicable staff
- Collaborate with Montana Healthcare Foundation and Office of Public Instruction technical assistance providers
- Convene a variety of meeting types, including an advisory committee
- Provide materials to attendees and conduct any follow-up as necessary

C. Other Duties (10%)

- Scheduling and organization of meetings
- Documentation of meetings
- Other tasks as necessary

Physical and Environmental Demands: The duties of the project coordinator are performed primarily at the Tribal offices. There may be minimal travel requirements.

Knowledge, Skills and Abilities (Behaviors):

Required for the first day of work:

- Must be able to work with computers, with a firm understanding of how to use the Google Suite, Microsoft, and other software.
- Excellent written communication skills.
- Familiarity with public health concepts and foundational frameworks.
- Familiarity with public school structure from Pre-Kindergarten through High School
- Considerable familiarity with Northern Cheyenne traditions, culture, and community
- Ability to identify problems, and utilize evidence-based practices to develop and implement solutions.
- Demonstrated ability to protect confidential health information.
- Ability to assertively solve problems and clearly state expectations.
- Ability to interact effectively with people of all social, cultural, and educational backgrounds.
- Ability to establish and maintain effective working relationships.

Minimum Qualifications (Education and Experience):

- Bachelor's degree in Community Health, Public Health, Education, or a related degree.
- One year of job-related experience in health or education is preferred.

- Other combinations of directly related education and experience may be considered on a case-by-case basis.
- Valid State of MT driver license and driving record **required**. **Must** be insurable for the NCT.
- **Must** submit to and pass a federal background check.