



LITTLE SHELL TRIBE

NOTICE OF EMPLOYMENT OPPORTUNITY

POSITION TITLE: Community Health Worker Coordinator, Little Shell Tribal Health Department

EMPLOYER: Little Shell Tribe of Chippewa Indians of Montana

CLASSIFICATION: Non-Exempt (Hourly)

LAST CLASSIFICATION DATE: December 2022

CLOSES: February 3, 2023 or until filled.

WAGE: Based on Experience

**This position is grant funded by DPHHS. Continuance of this position will depend on continuance of the grant to the LST.*

I. General Description of Work

This position will work will serve as a link between LST members, medical and social services to support access to these services and supervise/support other staff in this work. The Community Health Worker Coordinator will engage in various activities including outreach, community education, informal counseling, social support, and advocacy. This position will guide staff hired at a later time in these activities.

The following information is not intended to be an all-inclusive or restrictive list of qualifications or job expectations.

A. Program Management & Responsibilities

- Work with LST Health Department to design, plan and implement program.
- Complete 16-hour CHW Coordinator Foundations training and the five-hour COVID-19 and Health Equity Add-on modules.

- Within seven months of hiring, must complete the 85-hour online CHW Fundamentals course and five-hour COVID-19 and Health Equity Add-on modules
- Participate in ta CHW-moderated listserv where resources and best practices are shared
- Interact with and receive resources from Montana Office of Rural Health Para-Supervisors and Health Equity and Community Engagement Coordinators
- Participate in Montana Office of Rural Health survey to identify challenges, needs and opportunities to improve outreach to community members
- Provides exceptional customer service.
- May attend Tribal Council meetings, as directed, and provides an up-to-date Tribal report on programming; prepares any proposed plans, amendments, and policies for the review and approval of Tribal Council; and maintains official records of Community Health Worker related actions.
- Collaborates with all Little Shell tribal departments and programs on the shared mission and goal of providing services to tribal members. Works to find synergies across tribal programming in order to bring together different department where possible to provide a broader and more effective range of services for tribal members. Effective collaboration drives the success of the Tribe, its programming, and its tribal members.
- Other job duties as assigned.

B. Fiscal Management & Responsibilities

- Works with the Little Shell Tribal Health Department to maintain and review program operating budget. Monitors financial activities with the assistance of the finance department.
- Consistent with the Tribe's procurement policy, approves all purchases, changes, and other program obligations of funds.
- Explore opportunities to leverage funds to increase budgetary opportunities.

II. Supervision Received

This position reports directly to the Director of Operations for approval of the establishment of programming, planning, policy development, and other complex decision-making.

III. Supervision Exercised

The position functions as a program Coordinator providing full program supervision and performing supervisory duties such as evaluating employee performance consistent with the Tribe's personnel policy, identifying training needs, recommending personnel actions and invoking discipline for an eventual staff of several personnel.

IV. Working Relationships

Relationships are typically with Tribal, State and Federal officials, clients, individuals in other agencies and tribal departments and the general public for the purpose of providing information and assistance, resolving conflicts, solving problems, and providing services.

V. Working Conditions & Location

Office and shop environments with exposure to common hazards and normal effort required. Position spends a considerable amount of time in the office and aboard our mobile medical units. The position will be located in Great Falls, Montana at the Little Shell Tribal Headquarters.

VI. Qualification Requirements

- A. Minimum Training and Experience** – Bachelor’s degree in a health-related field is preferred.

- B. Knowledge** – Considerable knowledge of program management; understanding and knowledge of public health and social services and resources. working knowledge of day to day program and health operations and working knowledge of applicable federal agency policies and procedures; knowledge of Microsoft Word, Excel, PowerPoint, and Outlook.

- C. Skills** –Must be able to move products or equipment up to 50lbs and work with sharp and/or hot equipment; completion and certification of a state or local government approved server training program.

- D. Abilities** – Ability to communicate effectively orally and in writing; ability to function in a culturally diverse environment; ability to maintain a liaison with other local housing authorities; ability to establish and maintain effective working relationships with others.

- E. Necessary Special Requirements** – Must possess a valid driver’s license and have no alcohol related convictions for the last three years. Must be able to travel out of area for training and conferences.

- F. Client Service Skills** – Must possess superb client service skills and be able to effectively communicate with clients about Little Shell program services.

VII. Conditions of Employment

- A.** Candidates must be able to pass a drug test at the time of hire and throughout employment.

- B.** Candidates must pass a criminal background check at the time of hire and periodically throughout employment.

- C. Candidates must possess a valid driver's license and meet insurability requirements of the Tribe.

VIII. Indian Preference

The position is subject to the Little Shell Tribe's Indian Preference Policy.

IX. How to Apply

Qualified candidates must submit the following materials to m.wendland@lstribe.org:

- A. Resume
- B. Cover Letter
- C. Salary Expectations or History

Any questions should be directed to the following m.wendland@lstribe.org.