



Skokomish Indian Tribe

Tribal Center (360) 426-4232

N. 80 Tribal Center Road

FAX (360) 877-5943

Skokomish Nation, WA 98584

VACANCY ANNOUNCEMENT

POSITION TITLE: PUBLIC HEALTH AND WELLNESS PROGRAM
WELLNESS AND OUTREACH COORDINATOR

SUPERVISOR: PUBLIC HEALTH AN WELLNESS LEAD

OPEN: OPNE UNTIL FILLED

SALARY: \$45,427.00-\$64,189.00 ANNUALLY 1 FTE

REPRESENTATIVE DUTIES INCLUDE: The Wellness and Outreach Coordinator will be responsible for developing, planning, organizing, evaluating and overseeing a variety of events, classes, meetings, presentations and other activities that support wellness in the Skokomish tribal community. Overall program activities will include, but not be limited to: providing health and wellness education and outreach and community training; assisting with phased program design and development; coordinating and/or conducting COVID-19 screening and testing; coordinating a variety of vaccination clinics; and participating in COVID-19 and emerging public health concerns prevention, planning and response efforts both on the reservation and within the local area; ensuring all efforts are culturally appropriate; and similar.

MINIMUM QUALIFICATIONS:

1. Four-year degree or an adequate combination of education and experience (required).
2. Experience working in the medical and/or public health fields (required).
3. Two or more years of marketing experience encompassing a variety of approaches from in-person, via media and through social marketing platforms (required).
4. Candidate must have a valid driver's license and be eligible for the Tribe's automobile insurance.
5. Candidate must have an understanding of and sensitivity to the particular problems faced by the Native American community.
6. Must be able to work in a team environment.
7. The selected candidate must successfully complete a pre-employment drug screen test, and a complete background investigation, including relevant criminal history, prior to employment.
8. Must receive or be willing to receive the COVID-19 vaccination, including booster shot(s) by the date of hire to be considered. Proof of vaccinations required.

Behavioral Standards: Respectful, courteous, and friendly to customers, other tribal employees, and tribal leaders. A team player that helps the organization meet its objectives. Takes initiative to meet work objectives. Effective communications with customers and other tribal employees. Gets along with co-workers and managers. Positively represents the tribe maintaining the trust Skokomish residents have place in each of us. Demonstrates honesty and ethical behavior.

This position is at will and does not create a contractual relationship between the tribe and the employee.

MUST RECEIVE APPLICATIONS: Open Until Filled. The Skokomish Tribe's Policies and Procedures apply to this position, including Indian Preference, Confidentiality and Drug-Free Workplace. Contact the Personnel Office for a full job description and information on this position or the Skokomish Indian Tribe's policies.

Reviewed and approved

CEO Initial: ____ Date: _____

11/8/2022