



# 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 AND WELLNESS LEAD

**OPEN:** OPEN UNTIL FILLED

**SALARY:** \$45,427.20-\$64,188.80 ANNUALLY

**\$2,500 Sign-on bonus to be paid out after 90-day probationary employment period ends!**

**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. This is a team position working in coordination with the program Lead and other team members. In conjunction with the community support this position will be responsible for providing training, wellness activities, presentations, event coordination and serving as the communication hub for the Tribe's Health Department. Assisting with program implementation and planning for future expansion. Conducting extensive and effective community outreach and education in coordination with the Lead and other staff that includes hosting events, providing presentations, attending functions, coordinating training, classes and similar.

**MINIMUM QUALIFICATIONS:**

1. Four-year degree or an adequate combination of education and experience as determined by the Health Director (required).
2. Experience working in the medical and/or public health fields (preferred).
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

2/17/2023

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: \_\_\_\_\_