



# Skokomish Indian Tribe

Tribal Center (360) 426-4232

N. 80 Tribal Center Road

FAX (360) 877-5943

Skokomish Nation, WA 98584

## JOB DESCRIPTION

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

**SUPERVISOR:** PUBLIC HEALTH AND WELLNESS LEAD

**SALARY:** \$45,427.20 - \$64,188.80 ANNUALLY DOE/DOQ 1 FTE

**\$2,500 Sign-on bonus to be paid out after successfully passing the 90-day probationary period**

**NATURE OF WORK** The Public Health and Wellness 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.

### **REPRESENTATIVE JOB DUTIES:**

1. Assisting with program implementation and planning for future expansion.
2. 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.
3. Developing and maintaining a community wellness plan that includes offering through tribal departments, partners and other entities as appropriate.
4. Planning, organizing, coordinating, implementing and evaluating program activities focused on wellness and fitness that includes traditional healing and wellness practices.
5. Maintaining a master events and activities calendar to ensure a lack of duplication of events and activities.
6. Conducting needs and interest surveys within the community to ensure that programming is providing adequate activities.

7. Developing flyers, brochures, newspaper/newsletter articles and ads, presentation materials, class calendars and similar to support program activities.
8. Marketing the program to community members, tribal leadership, partners and other individuals, organizations and/or groups.
9. Planning, implementing and coordinating a robust social marketing platform and presence.
10. Maintaining departmental and program websites.
11. Procuring goods and services in compliance with tribal policies as well as funding source requirements including execution of contracts where appropriate.
12. Planning and providing Health Department staff wellness and well-being activities and events.
13. Keeping abreast of local, state-wide and national public health and wellness concerns and trends, initiatives and activities.
14. Collecting and maintaining program data in compliance with tribal and funding source requirements.
15. Completing and submitting reports as requested and required.
16. Evaluating program's effectiveness through participant surveys, data analysis and other tools. Make improvement recommendations when merited.
17. Recruiting, training and supervising volunteers as needed.
18. Other duties and tasks as assigned by supervisor.

**QUALIFICATIONS:**

1. Four-year degree or an adequate combination of education and experience in Public Health.
2. Experience working in the medical and/or public health fields
3. Two or more years of marketing experience encompassing a variety of approaches from in-person, via media and through social marketing platforms.
4. Intermediate Microsoft Office Suite skills (required).
5. Graphic arts experience
6. Two or more years experience scheduling, coordinating and overseeing a variety of activities such as; resource fairs, wellness classes, cooking classes, fitness activities and similar
7. Demonstrated experience with procuring goods and services in compliance with organizational procurement processes.
8. Must be a self-starter with excellent interpersonal communication skills
9. Able to work professionally under pressure and tight deadlines.
10. Experience with data collection and analysis
11. Experience working with Native American tribal communities
12. Must be available for evening and weekend meetings, presentation, events and activities, as scheduled
13. Must be able to travel locally, regionally and nationally
14. Candidate must have a valid driver's license and be eligible for the Tribe's automobile insurance.
15. Must be able to work in a team environment.

16. Strong organizational, communication and interpersonal skills preferred.
17. The selected candidate must successfully complete a pre-employment drug screen test, and a complete background investigation, including relevant criminal history, prior to employment.
18. 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 vaccination is required

**Behavior 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.

**CONFIDENTIALITY:** The employee will be required to sign a confidentiality agreement. Violation of this agreement can result in immediate dismissal.

**DRUG-FREE WORKPLACE POLICY:** The Skokomish Tribe is committed to providing a drug-free workplace for its employees, volunteers and the community it serves. By Skokomish Tribal policy, this position requires pre-employment drug testing.

**PREFERENCE:** The Skokomish Tribe's Indian Preference Policy applies to this position. First preference will be given to qualified, enrolled Skokomish tribal members. Second preference will be given to qualified Native American applicants who provide proof of enrollment in a federally recognized tribe. Applicants not entitled to, or who fail to claim Indian Preference, will receive consideration without regard to ethnic/national origin, marital status, sexual orientation, religion, disability status, or membership in the tribal organization.

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

### **APPLICATION INSTRUCTIONS**

Application must be filled in completely (Do not write see resume). **APPLICATIONS THAT ARE NOT COMPLETELY FILLED OUT and TURNED IN BEFORE CLOSING DATE WILL NOT BE CONSIDERED**

NOTE: Resumes and Cover Letters are only accepted in support of the application

#### **JOB DESCRIPTION APPROVAL:**

CEO: \_\_\_\_\_ Date: \_\_\_\_\_

Employee: \_\_\_\_\_ Date: \_\_\_\_\_