



THE PAIUTE INDIAN TRIBE OF UTAH

440 North Paiute Drive • Cedar City, Utah 84721 • (435) 586-1112 • (435) 867-2659 (fax)

POSITION TITLE: Assistant Wellness Coordinator

DEPARTMENT: Health

DIVISION: Behavioral Care

SUPERVISOR: Wellness Coordinator

LOCATION: Cedar City, UT

STATUS: Full-time, Non-Exempt, Hourly

PAY: \$10 - \$15 (DOE)

DATE APPROVED: January 18, 2018

OPENS: February 9, 2018

CLOSES: until filled (may close early if enough qualified candidates are achieved).

JOB SUMMARY

Support the Wellness Coordinator in the areas of program development and implementation, grant administration, and moving the Tribe's Journey to Wellness (J2W) initiative forward.

ESSENTIAL JOB FUNCTIONS include the following. Other duties may be assigned.

1. Assists Wellness Coordinator in administration of the SDPI program to include developing programs that are aligned with the goals and objectives of the Special Diabetes Program for Indians.
2. Compiles data collected and works with the Wellness Coordinator to create an action plan to correct any areas needing improvement.
3. Helps teach exercise, nutrition and other health programs to all ages in all Band areas.
4. Gathers material for lessons and makes purchases that are within budget constraints
5. Helps plan and carry out Health Fairs in each Band area including: facilitating planning meetings, organizing, set-up and clean-up, gathering data from health fair and other areas as needed.
6. Works with the Native Youth Program to teach nutrition lessons, help promote physical activity and assist in planning the Native Youth Fit Camp.
7. Assists in the development of Digital Story Telling by contacting individuals and encouraging participation, helps individuals set up their storyline and records their stories.
8. Develops educational material that promotes healthy lifestyles, including cooking demos and nutritional information.
9. Participates, encourages, and promotes J2W initiatives in all band areas through flyers, newsletters and other community events.
10. Transports Tribal Members to various health appointments in all band areas as needs arise.
11. Requires frequent travel to fulfill job responsibilities.
12. Works flexible hours on occasion to include evenings, nights and weekends.
13. Other duties as assigned to support the efficient operations of the Tribe.

GENERAL REQUIREMENTS

- Must possess a valid Utah Driver License and provide proof.

- Must be insurable through the tribe's insurance.
- Must be able to pass a drug and alcohol screening.
- Must pass a fingerprint and criminal background check.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- High School diploma, equivalent GED or higher.
- Experience developing and implementing health and wellness programs.
- Knowledge of nutrition, exercise, wellness principles, and community outreach.

Necessary Knowledge, Skills and Abilities:

- Ability to teach and demonstrate healthy lifestyle practices.
- Ability to establish and maintain effective working relationships with all levels of the organization and community.
- Must have excellent oral and written communication skills, including public speaking with large and small groups of different managerial, socioeconomic, cultural, ethnic and educational backgrounds.
- Ability to speak and write clearly, concisely and effectively.
- Must be able to demonstrate respect for and awareness of Native American customs, traditions and socioeconomic needs.
- Must be detailed oriented, self-motivated, driven and able to multi-task various time-sensitive projects.
- Must be willing to travel as needed.

The Paiute Indian Tribe of Utah is an equal opportunity provider and employer, subject to the federal laws, regulations and policies requiring or allowing Indian Preference Per Section 703(i) of Title VII of the Civil Rights Act of 1964, as amended.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.