



THE PAIUTE INDIAN TRIBE OF UTAH

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

POSITION TITLE: Family Health Educator

DEPARTMENT: Health

DIVISION: Behavioral Care – Family Spirit Program

SUPERVISOR: Family Services Manager

STATUS: Full-time, Nonexempt, Hourly

PAY: \$30,000 to \$35,000 (DOE)

DATE APPROVED: 12/7/17

OPENS: 12/8/17

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

JOB SUMMARY

The Family Spirit Home Visiting Program provides support, resources and education to parents of young children (up to age 3) in their homes. Assesses child(ren)'s developmental needs and progress using the Ages and Stages Questionnaire (ASQ). Collaborates with the tribal community to disseminate information on Tribal programs and community resources.

ESSENTIAL JOB FUNCTIONS include, but are not limited to, the following:

1. Serve as a Family Health Educator for the Family Spirit Project
 - a. Recruit young parents to participate in the Family Spirit Program
 - b. Visit young parents in their homes and teach a comprehensive parenting curriculum
 - c. Provide social support and connect young parents to other tribal and community resources
 - d. Maintain data forms and tracking logs to document study activities
2. Coordinate with other Family Services staff and refer clients for additional services as necessary.
3. Represent the Family Spirit Program and the organization's other programs during community meetings, community events, and in-service presentations for community partners and local service providers.
4. Travel to other sites for trainings, meetings and other duties as needed.
5. Assist with other organization activities as needed.
6. Duties as otherwise assigned.

This description is a general statement of required major duties and responsibilities performed on a regular and continuous basis. It does not exclude other duties as assigned.

GENERAL REQUIREMENTS

- Must possess and maintain a current CPR, BLS or approved alternate certificate.
- Ability to travel with overnight stays required as needed.
- Must be willing to work some evening.
- Weekend work may be required.

- Must possess a valid Utah Driver License and provide proof.
- Must be insurable through tribe's insurance.
- Must pass a background investigation.
- Must pass a pre-employment alcohol/drug screening.
- The Tribe reserves the right to require an applicant to submit to and pass a physical examination prior to or contemporaneous with hiring. Refusal to submit to a physical examination may deem an applicant ineligible for the position.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- High School diploma, equivalent GED or higher required.
- Bachelor's degree in a health or social services field preferred.
- At least one year of work experience in a health or social services field.

Necessary Knowledge, Skills and Abilities:

- Must have a strong organizational and data management skills and experience.
- Must be flexible and adaptable, an Independent learner and worker and dependable.
- 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.
- Must be able to maintain complete confidentiality.
- Must demonstrate friendly, service oriented and responsible attitude.
- Must be detailed oriented, self-motivated, driven and able to multi-task various time-sensitive projects.
- Must be able to manage difficult or emotional situations in a calm manner.
- Must be able to work with integrity and be ethical in performing duties.
- Must maintain a professional appearance and demeanor.
- Must be able to follow policies and procedures and support goals and objectives.
- Must be able to demonstrate respect for and awareness of Native American customs, traditions and socioeconomic needs.
- Ability to operate a telephone, printer, fax, copier, and computer with software use experience in Microsoft Word, Excel, Power Point and Publisher.
- Ability to take direction and respond positively to feedback in the workplace.
- Ability to establish and maintain effective working relationships with all levels of the organization.
- Ability to manage and perform with a high degree of autonomy, organization, adaptability, discretion and professional judgement.

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. 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.