



POSITION DESCRIPTION

Job Title:	Wellness and Nutrition Coordinator
Reports To:	Community Services Director
Supervises:	None
Classification:	Hourly, benefit-eligible
Anticipated Starting Salary:	\$22.93/hour - \$25.00/hour (H8) This is a grant-funded position.

Position Summary

The Wellness Services Coordinator (WSC) provides culturally appropriate support and services to Tribal members to support holistic wellness. The WSC facilitates the integration of Western and traditional forms of healthcare and wellness through a network of support with other care providers. The WSC implements wellness programs and services tailored to Mechoopda Tribal members including, but not limited to the Tribe's food pantry and gift card programs. This position is committed to removing barriers to care by identifying critical resources for patients and promoting patient health incorporating both modern and traditional methods for healing.

Responsibilities may include, but are not limited to:

- Promote wellness and balance of mind, body, and spirit by increasing access to care and incorporating culturally respectful and appropriate practices
- Establish and maintain relationships with, and serve as the Tribal point of contact for, health and wellness services outside of existing service providers (Northern Valley Indian Health, Enloe Medical, etc.)
- Establish and monitor compliance with program policies, procedures, goals, and objectives
- Develop and implement education and promotion of health and wellness initiatives throughout the year
- Collaborate with Tribal staff and external partners to develop holistic wellness programming
- Work with the Grant Manager, to develop and administer grants and/or contract with staff, federal, state and private agencies
- Stock and maintain Tribe's Food Pantry
- Process and track applications for the Tribe's Food Voucher Program
- Process and track applications for the Tribe's Food Pantry and Gift Card Programs
- Process and track applications for other programs as designed
- Prepare and submit quarterly and annual program reports
- Attend and participate in meetings, conferences, and training with state, federal, local, tribal, community-based, and private agencies as requested or approved by Community Services Director

- Meet with community members to answer questions and listen to community concerns as necessary and requested by the Community Services Director
- Identify additional sources of funding to further develop programming and assist with the submission of proposals
- Perform other duties as assigned

Minimum Qualifications

These entry qualifications would normally be obtained through a completed bachelor's degree program (or its equivalent) in healthcare or a related field, combined with two years of related work experience:

- Understanding of wellness, aging, and other health-related issues
- Demonstrated respect for and awareness of Native American customs, traditions, and socioeconomic needs
- Organized and detail-oriented
- Ability to identify critical resources and remove barriers for Tribal Members to get the care they need
- Possess cross-cultural skills to accommodate other Tribal Members
- Demonstrated ability to make sound decisions in a manner consistent with essential job functions and perform with a high degree of autonomy, organization, and adaptability
- Demonstrated evidence of maturity, dependability, judgment and empathy
- Ability to maintain high level of privacy and confidentiality of individuals and families
- Ability to establish and maintain effective working relationships with all levels of the organization and community
- Demonstrated ability to effectively work independently and as part of a team in a diverse work place with people of varying cultures and backgrounds
- Ability to gather data, compile information, and prepare reports to meet regulatory compliance
- Thorough knowledge of English grammar, spelling, and punctuation and ability to clearly communicate orally and in writing
- Must possess the ability to operate general office equipment, including but not limited to: telephone, computer and operating systems, computer software programs (Microsoft Office and Google Suite programs), fax/copier machine.
- Willingness and ability to travel as needed
- Flexibility in work schedule to accommodate Tribal members utilizing Wellness Gym

Preferred Qualifications

- Master's degree in healthcare or related field
- Demonstrated experience in creating, implementing, and assessing health or wellness programs
- Demonstrated experience in grant writing and reporting

Additional Information

- While performing the duties of this job, the employee is regularly required to have full range of mobility in upper and lower body; be able to reach overhead; be able to work in various positions, including stooping, standing, bending over, sitting, kneeling and squatting for extended periods of time; be able to lift, pull and push materials and

equipment to complete assigned job tasks; and be able to frequently lift 20 pounds of weight throughout the assigned workday.

- In this position, the incumbent may have daily vicarious exposure to other's physical and emotional trauma experiences which can have severe and lasting effects on workers.
- Must be willing and available to work on weekends as needed.
- Preference in hiring is given to qualified American Indians in accordance with the Indian Preference Act (Title 25 U.S. Code § 472 and 473). Applicants claiming Indian preference must submit verification by tribe of affiliation or other acceptable documentation of Indian heritage.
- Must be eligible for coverage under the Tribe's vehicle insurance policy.
- Must possess a valid driver's license and be willing to travel locally, regionally, statewide, and/or out of state, as necessary, during or after regular working hours.
- All offers of employment are contingent upon:
 - Successful completion of background and reference checks
 - Passing a pre-employment physical.

Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. The Mechoopda Tribe of Chico Rancheria reserves the right to revise this job description at any time. The job description is not to be construed as a contract for employment.