

Winslow Indian Health Care Center

Job Vacancy Announcement #WDH-19-12



POSITION TITLE: School Health/Community Health Coordinator **CLOSING DATE: Open until filled**

Position Summary:

Under general supervision of the Health Promotion Disease Prevention Manager. Position is non-supervisory and is responsible for planning, organizing, developing, implementing, monitoring, evaluating, and coordinating activities related to community wellness and school health in the Winslow Service Area. Work involves a variety of duties pertinent to coordinating school health education, nutrition education, health education, wellness policy development, community/school capacity development, along with fitness related services and activities between the Health Promotion Disease Promotion Program and the service area communities. Knowledge of the Navajo Wellness Model is necessary in order to incorporate cultural competence with the service population. Incumbent must be willing to work some evenings and weekends, as needed.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:

- Develops partnerships with local schools and communities to identify their readiness to plan, develop, organize and implement health education and disease awareness in priority of risk factors, physical fitness, and nutrition education for health maintenance and disease prevention. Development and implementation of School Health Programs in accordance with the CDC's School Health Index.
- Promotes and markets wellness programs effectively to target Winslow Service Area population by utilizing existing resources or working collaboratively to create additional resources. Incorporates culturally appropriate concepts and activities to enhance delivery of health promotion/ disease-prevention services and outreach efforts.
- Implements new and innovative programs and/or services to remain current with health trends while meeting the health care needs of WIHCC clients.
- Provides outcome reports and analysis for presentation; includes mandatory reporting.
- Serves as Chair, Co-chair, and team member of HPDP IOP Teams to meet HPDP goals and objectives.
- Develops and implements short and long term goals/objectives and Policy & Procedures ensures implementation for the School/Community Health program.
- Provides consultation with local schools in WIHCC service area related to assessments, planning, implementation and evaluation of primary and secondary prevention strategies and by coordinating with appropriate WIHCC resources.
- Provides SPARK (Sport Play and Active Recreation for Kids) and/or CATCH (Coordinated Approach to Child Health) training for all schools for teachers throughout the school year.
- Performs SOFIT observations quarterly (System for Observing Fitness Instruction Time) in all WIHCC service area schools.
- Coordinates data collection, management, and reporting as required by individual funding agencies.
- Responsible for planning, scheduling, coordinating, implementing, and evaluating HPDP services (i.e. school health activities, community wellness program evaluation & assessments, etc.) to ensure that they are aligned with the HPDP goals and objectives.
- Identify needs and interests directly with the community to develop and implement community wellness initiatives for each of the eight chapter areas.
- Assist with revisions on policy and procedures for the School Health program objectives.
- Provides technical assistance to local schools, clinics, service units/areas, communities, and community organizations in the application of evidence-based and best-practice models of physical activity programs and projects that aligned with public health theories, models, and practices thereby maximizing the impact and improving the outcome of locally developed community health and wellness programs.
- Monitors quarterly School/Community Health goals/objectives, Policy/Procedures, for effectiveness and implements revisions as needed on at least an annual timeline using the WIHCC Fiscal schedule.
- Assists with development and recommendation of School Health budget.
- Maintains regular attendance and punctuality.
- Uphold all principles of confidentiality and patient care to the fullest extent.
- Adhere to all professional and ethical behavior standards of the healthcare industry.
- Interact in an honest, trustworthy and dependable manner with patients, employees and vendors.

- Possess cultural awareness and sensitivity.
- In compliance with all Human Resources requirements.
- Performs other duties as assigned.

Minimum Qualifications:

Bachelor's Degree in a related Public Health field is required, Master's Degree is preferred. A minimum of three years practical experience in a variety of Health Promotion programs working with schools & community. Must have CPR certification or attain CPR certification within 3 months of hire. Navajo speaking is preferred and must possess a valid driver's license. Must be able to successfully pass a background investigation as this position is considered as a Child Care position, which requires a background check investigation and is subject to the requirements of the Indian Child Protection and Family Violence Prevention Act, as amended (henceforth referred as the ICPFVP Act).

Knowledge, Skills, Ability:

- Ability to work independently and as part of a team effectively to accomplish goals in a timely manner.
- Ability to provide exemplary customer service skills with clients, co-workers, and supervisors.
- Ability to integrate Navajo traditional beliefs in HPDP objectives in accordance with the Navajo Wellness Model curriculum.
- Ability to communicate effectively, orally and written.
- Knowledge of health care delivery systems to effectively utilize available resources.
- Knowledge of teaching strategies and use of lesson plans for health promotion and prevention education.
- Knowledge of the unique needs appropriate to all age ranges as well as age/sex.
- Knowledge of physical, psychosocial, and human behavior characteristics, and coping mechanisms and ability to facilitate groups and defuse stressful situations.
- Knowledge of and experience with current health education and health promotion concepts, methods, theories, practices, and techniques in order to assist local schools and communities in the development of effective school-based, community health and wellness program initiatives.
- Knowledge of basic medical terminology and concepts in order to be able to collaborate with health care providers in the development of effective community health interventions and HPDP Programs.
- Knowledge of and experience in applying physiology of exercise and fitness concepts, principles, practices, methods, and techniques in developing, implementing and evaluating overall organizational public health programs.
- Knowledge of statistical methods that can be applied in the gathering, tabulation, analysis, interpretation and reporting of health and programmatic data.
- Skills in operating business computers and office machines, including in a Windows environment, specifically Word, Excel, Access, presentation software (such as PowerPoint), and computerized IHS RPMS package.
- Skills in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
- Skills in providing leadership and direction for the HPDP to coordinate community resources in addressing the WIHCC HPDP goals and objectives.
- Ability to speak bilingual Navajo/English fluently.
- Ability to use timekeeping system following established policies and procedures.
- Ability to be dependable in attendance and job performance.
- Ability to meet attendance, overtime (if necessary), and other reliability requirements of the job.

Physical Demands:

While performing the duties of this job, the employee regularly is required to walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand; climb or balance; and stoop, kneel, crouch, or crawl. The employee frequently is required to taste or smell. The employee must occasionally lift and/or move up to 50 pounds that includes loading and unloading cargo, making couplings between vehicles and towing equipment, or extricating vehicles from snow, mud, or sand as necessary. Work requires long periods of standing, stooping, walking and lifting.

Work Environment:

Work is performed both in an office and outdoor setting with exposure to natural weather conditions and various dusts and mists, and in an office setting with a moderate noise level. Work environment may involve exposure to physical risks, such as blood borne pathogens and operating dangerous equipment or working with chemicals. Evening and/or weekend work may be required. Extended hours and irregular shifts may be required. Requires driving in rough terrain and work in outdoor environment. Must be able to adapt to inclement weather.

As required by P.L. 93-638, absolute preference will be given to qualified Navajo applicants. If there is no qualified Navajo applicant, preference will be given to qualified American Indian applicants.