



Indian Center

Our Mission: To provide cultural and educational opportunities for the American Indian community of the Great Plains.

Job Title: Community Health Worker/ Native American Advocate

Job Description: Monday- Friday: Occasional weekend and/or evening hours may be assigned as needed; full time, non- exempt position flexible schedule available \$15-\$19 per hour.

Reports To: Executive Director and Director of Operations

Position Summary: *The Community Health Worker (CHW) implements grant objectives in assessing and serving the community health needs.*

Job Duties:

Implement an outreach plan to recruit racial and ethnic Minorities that your center serves to participate in the assessment process with a goal of reaching 50% of your population.

1. Administer the community needs assessment survey to community members that addresses social determinants of health and health needs in the appropriate languages of minority communities.
2. Reach the communities and build connection to new communities through multiple mediums, online, paper, and through in person community conversations/ community listening sessions to gather input regarding needs.
3. Establish a caseload of clients to support in health educations, establishing medical home, making appointments, and arranging transportation to medical appointments (if needed)
4. Complete the community health worker and other training as needed (WRAP, Peer Support)
5. Support the community with both individual case management and arranging group activities
6. Plan a wide variety of educational programming and activities with our coordinators for health services especially about COVID-19, vaccinations, diabetes, cardiovascular health, mental health, and obesity,
7. Develop a method for communication to members of the community you serve (i.e., Facebook messenger, Facebook page, WeChat, WhatsApp, Phone Calls)

8. Keep careful records of total numbers of names, contact information, and frequency of clients in attendance and activities using a tracking document.
9. Keep careful records of client's progress towards healthy goals
10. Write and submit reports on progress to the Program Coordinator.

Qualifications:

- Demonstrated ability to do community outreach/ health education. Preferred (CHW, lay health leader etc.)
- Fluent in Native Culture practices, required
- Competence in serving the Native American population, demonstrated
- Must be able to work independently and demonstrate team building, problem solving, time management, stress management, and decision-making skills.
- Must possess great communication skills including effective verbal, writing, and listening skills and the ability to make effective presentations.
- Excellent organization and leadership skills including the ability to maintain effective working and community relationships
- Communicate in a friendly and informative manner with people from a wide variety of cultural and ethnic backgrounds.
- Must have good computer skills and be provident in Microsoft word, Excel, internet, and email. And develop proficiency in data management software.

I agree to the terms and conditions as outlined in this job description:

Signature

Date