

**Kickapoo Tribe in Kansas  
Position Description**

**Title:** Kickapoo Health and Wellness Coordinator

**Position:** Full time

**Supervisor:** Project Director

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**Position Summary:**

The Health and Wellness Coordinator is responsible for program activities under the direction of the Project Director. Activities include, but not limited to, educating, instructing, coaching, and counseling program participants about health and wellness. The employee will provide program support for compliance and monitoring. The incumbent will have a shared responsibility for data collection and monitoring participants. They will also monitor for health risk and refer to Kickapoo Nation Health Clinic for further evaluation and/or medical assistance.

**Position Duties and Responsibilities:**

- Develop and coordinate implementation of program plan and strategies
- Plan, organize, conduct, and facilitate meetings with program partners
- Mentor or monitor program requirements to better improve outcomes
- Outreach and education, and ongoing guidance of the KHW activities
- Provide leadership to carry out project outcomes, activities, and plan
- Other duties as assigned by the Project Director.

**Position Duties and Responsibilities:**

- Bachelor's Degree is preferred. Course work should include a minimum of 9 hours in nutrition and/or health/wellness related coursework. Will accept work experience in related field or project management, leadership experience in a position that required knowledge of implementing wellness program and services
- Ability to build and identify collaborative partnerships.

**Knowledge Required for the Position:**

- Knowledge of basic nutrition principles.
- Knowledge related to the role exercise, physical activity and nutrition play in the prevention and treatment of diabetes.
- Knowledge of educational concepts to promote behavior change.
- Familiarity with community resources
- Ability to utilize a variety of computer software and applications.
- Ability to plan, coordinate, schedule, and evaluate program activities within communities

**Indian Preference Policy:**

Preference in filling vacancies is given to qualified Indian candidates in accordance with Indian Preference Act of 1934 (Title 25, USC, Section 472) and Kickapoo Tribal Employment Rights Ordinance (TERJO). Verification must be submitted with the application if claiming Indian Preference. Consideration will be given to non-Indian applicants in the absence of qualified Indian Preference eligible.

**Drug-Free Workplace Policy:**

As a condition of employment, applicants must consent to pre-employment drug testing prior to appointment, and abide by the Drug-Free Workplace Policy while employed by the Kickapoo Tribe in Kansas.

**Privacy Act:**

The Lifestyle Coach must with all requirements and provisions of Subpart D, of 43, Part 2, which implements the Privacy Act (5 USC 552a) (i)(1).

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*Employee Signature*

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*Date*