

KICKAPOO TRIBE IN KANSAS POSITION DESCRIPTION
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TITLE: Health & Wellness Coordinator

POSITION: Full-Time

SUPERVISOR: Tribal Administrator/KHW Project Director

Position Description:

The Kickapoo Tribe in Kansas seeks a full-time Health and Wellness Coordinator to work with Tribal entities to ensure outcomes of the CDC-funded: A Comprehensive Approach to Promoting Health and Wellness in Indian Country are met. The Health and Wellness Coordinator will deliver interventions and inform policies that increase the availability and use of traditional and other healthy foods and beverages; provide opportunities for physical activity; reduce exposure to second-hand tobacco smoke; and provide culturally relevant health education throughout the community. The Coordinator will work in partnership with the University of Kansas Center for Public Partnerships to evaluate the project. This position will organize, plan, and collaborate with project partners and connect with other community-based organizations supporting health and wellness of members of the Kickapoo Tribe.

Essential Responsibilities:

- Provides day-to-day coordination of Kickapoo Health and Wellness activities
- Promote the health and wellness of members of the Kickapoo Tribe in Kansas
- Develop, implement, and maintain the Kickapoo Health and Wellness strategic plan based on the Tribe's Community Health Assessment Survey results
- Coordination with the Kickapoo Diabetes Coalition for the delivery of public health education and intervention
- Deliver evidence-based prevention services and public health education as appropriate, based on training and qualifications
- Assure provisions of the evidence-based practices are being maintained
- Work closely with tribal partners, including the health clinic, Head Start/Early Head Start, Kickapoo Social Services, and Tribal Council to address policy barriers to community well-being
- Identify, support and maintain primary partners around health and wellness for the entire Kickapoo population, including children and adults
- Coordinate with the Kansas Department of Health and Environment on the Kansas Healthy Tribes 2020 Initiative
- Collect and report data on Kickapoo Health and Wellness activities, in partnership with the KU Center for Public Partnerships
- Participate in required monthly calls with Federal Funding Agency

- Establish relationship with multiple organizations and guide interagency collaborations with various community-based organizations and public health services.

Qualifications:

Bachelor Degree and/or Master Degree (preferred) in health education, public health, nursing, social work, or related field. At least 2 years of experience coordinating public or community health programs. Experience should include working knowledge of diabetes, obesity, chronic heart disease prevention, as well as the community resources available to address these issues. A successful applicant will also have experience with community organizing and health program planning, development, and implementation.

NOTE: Equivalent combinations of education and experience may be considered.

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.

Indian Preference:

Preference in filing vacancies is given to qualified Indian candidates in accordance with Indian Preference Act of 1934 (Title 25, USC, Section 472). 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.

Position posted: 11/1/2016

Open until filled.

Submit resume and application to:

(A completed Employment Application form and copy of credentials must be submitted in order to be considered.)

Kickapoo Tribe in Kansas

Attn: Human Resources Department

824 – 111th Drive

Horton, KS 66439

Or email to twilla.lieb@ktik-nsn.gov

Phone: 785-486-2131 x 3408

Fax: 785-486-2277 or 785-486-2801

Indian Preference is exercised.