Title: Healthy Living Coordinator  
Position: Full Time / 52 Weeks  
Location: Kickapoo Tribe in Kansas Administrative Building  
Supervisor: Director of Child and Family Services

Position Purpose
The Tribal Practices for Wellness in Indian Country Healthy Living Coordinator will be responsible for assisting with the approach of implementing tribal wellness practices. The Healthy Living Coordinator will be an active part of traditional activities in supporting the reintroduction of cultural wellness practices. The Healthy Living Coordinator will focus much of their time engaging community members in these traditional activities making a positive impact on health and well-being. The Healthy Living Coordinator will assist in the development and organizational plan to build a community of resilience and connections to assist in the reduction of risk factors for chronic disease, reducing morbidity and mortality among community members.

Essential Job Responsibilities for Healthy Living Coordinator - Performance Indicators

- Be an active part of the federal grants team in developing the blueprint of overall community health and wellness
- Promote the health and wellness of members of the Kickapoo Tribe in Kansas
- Assist in the organization of culture and tradition classes through different presentation styles
- Strategize and implement ways to increase the number of community members reporting a stronger understanding of and engagement in healthy living practices
- Organize and implement language and culture classes on a regular basis
- Assist in strengthening community and employee wellness
- Communicate on regular basis with community members to understand local culture and the heart of the community through the collection of stories
- Assist with planning and organizing cultural, traditional, and healthy community events that promote healthy family relationships and fatherhood
- Attend and support regular coalition and advisory meetings and outreach engagement community events
- Assist in the development, revising, and support of tribal practices that strengthen tribal identity and connections to culture.
- Maintain a high level of communication and organizational skills
- Assist with presentations, public relations and public service announcements, and distribution of health and wellness information
- Encourage and engage community members through outreach activities, creating and supporting healthy living practices through cultural teachings
- Performs related work as required and may be assigned additional duties
• Collect and report data on activities, in partnership with the KU Center for Public Partnerships

**Education/Knowledge/Skills/Experience Required**

• Bachelor’s degree or higher preferred in a health-related field; at minimum, High School Diploma
• Excellent working knowledge of overall health and wellness
• Ability to work with varying project activities and multi-disciplinary teams
• Good interpersonal and communication skills
• Intermediate to advanced computer skills
• Ability to handle multiple tasks often simultaneously
• Ability to handle highly stressful and sensitive situations in a professional manner
• Ability to work independently and maintain professional boundaries
• Strong organization and time management skills; ability to meet deadlines
• Understanding of Tribal traditions, culture identity, and history

**Other Requirements**
Must be able to pass a criminal history background check, be bondable, and eligible to obtain a valid Kansas State Driver’s License and be insurable under the Tribe’s vehicle insurance policy. Must pass an initial drug test and participate in a random drug-testing program of the Tribe. Travel required including to local program sites, out-of-state travel for staff meetings and grantee meetings/conferences as needed.

**Drug-free Workplace Policy**
The Kickapoo Tribe in Kansas is committed to a drug-free work environment and requires all employees to participate in an employee drug-testing program as a condition of employment.

**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). Verification must be submitted with the application if claiming Indian Preference. Consideration will be given to non-Indian applications in the absence of qualified Indian Preference eligible applications.

**Privacy Act**
The Director of Human Resources must comply with all requirements and provisions of Subpart D, of 43 CFR, Part 2, which implements the Privacy Act (5USC552a)(i)(1).