

POSITION DESCRIPTION

POSITION: FAMILY HEALTH EDUCATOR **GRADE:** 8
DEPARTMENT: Bay Mills Health Center **STATUS:** Non-Exempt
REPORTS TO: Community Health Case Manager/Supervisor

POSITION SUMMARY:

Provide outreach to the community through home visits and community health awareness programs. Transportation for health related appointments as needed. Employee to attend training and meetings as required for the position.

ESSENTIAL FUNCTIONS:

1. Serve as a Family Health Educator for the Family Spirit project in Bay Mills:
 - a. Recruit mothers, fathers, and caregivers to participate in the Family Spirit Program
 - b. Visit parents and caregivers in their homes and teach a comprehensive parenting curriculum
 - c. Provide social support and connect participants to other community resources
 - d. Maintain data forms and tracking logs to document program activities
2. Represent the Family Spirit Program and the Healthy Start program during community meetings and in-service presentations for community partners and local services providers.
3. Actively market the program throughout the community.
4. Provide Tribal Home Visiting educational information and interventions to all clients.
5. Document and maintain confidential records through data entry, regular reporting, and case management files.
6. Travel to other sites for trainings, meetings and other duties as needed.
7. Assist with other organization activities, as needed.
8. This description is a general statement of required major duties and responsibilities performed on a regular and continuous basis. It does not exclude other duties as assigned.
9. Must attend all mandatory or departmental training offered by the Bay Mills Human Resource Department and the Health and Human Services Program.

PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee is regularly required to sit, with occasional walking and standing. The employee must occasionally lift and/or move up to 50 pounds.

POSITION REQUIREMENTS:

1. High School Diploma or GED required. Certification as CDA or other Early Childhood credential; Bachelor's degree in a health or social services field preferred.
2. Minimum of one (1) year of work, school or volunteer experience beyond high school required.
3. Ability to communicate and interact in a sensitive and respectful way in the local tribal community.
4. Current driver's license issued by the state of Michigan and good driving record.
5. Strong organizational and data management skills and experience.
6. Efficient and detail-oriented.
7. Independent learner and worker.
8. Flexible and adaptable.
9. Ability to effectively multi-task.
10. Self-motivated and driven.
11. Excellent professional judgment and discretion.
12. Good oral and written communication skills, including public speaking with large and small groups.
13. Ability to operate a telephone, printer, fax, copier, and computer with software use experience in Microsoft Word, Excel, & Power Point.
14. Ability to follow worksite guidelines on personal and work cell phone use.
15. Ability to work well with others.
16. Ability to take direction and respond positively to feedback in the workplace.
17. Ability to travel with overnight stays required as needed. Some evening and weekend work may be required.
18. This position will maintain current CPR, BLS or approved alternate certification.
19. This position will maintain background clearance as required by the employer and any collaborating agencies.
20. To perform this position successfully, an individual must be able to satisfactorily perform each function listed under the essential functions and physical demands categories of this position description.

PREFERENCE: Preference will be given to those of Native American descent.

CLOSING DATE: OPEN UNTIL FILLED

APPLY TO: Send Application or Resume to:

Erin Forrester; HR Generalist
Bay Mills Human Resources Department
12124 W. Lakeshore Drive
Brimley, MI 49715
(906) 248-8526

eforrester@baymills.org

Subject: Family Health Educator

Applications can be found on the Bay Mills website at www.baymills.org under the employment section