



Lower Sioux Indian Community in the State of Minnesota

P.O. Box 308 • 39527 Reservation Highway 1
Morton, MN 56270

Cansayapi Otunwe

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LOWER SIOUX INDIAN COMMUNITY STATEWIDE HEALTH IMPROVEMENT PROGRAM (SHIP) COORDINATOR

JOB TITLE: Statewide Health Improvement (SHIP) Program Coordinator
DEPARTMENT: Recreation
REPORTS TO: Recreation Director
FLSA STATUS: Non-Exempt
SALARY GRADE: BGN

SUMMARY:

The Statewide Health Improvement Program (SHIP) is working to create healthier communities across Minnesota by expanding opportunities for active living, healthy eating and tobacco-free living. The Lower Sioux Indian Community is seeking a Program Coordinator for the SHIP Program. Under supervision of the Recreation Director, the coordinator will be responsible for managing all aspects of programming for the SHIP grant for the Lower Sioux Indian Community. Responsible for program activities, functions and data entry to ensure that specified goals and objectives are accomplished in accordance with priorities, time limitations, funding limitations or other specifications.

EDUCATION AND EXPERIENCE:

- Bachelor's degree in health-related field or 2 years' experience in related field.
- Demonstrated experience in collaborating with Tribes and County agencies.
- Ability to work independently with initiative and sound judgement.

QUALIFICATIONS:

- Experience working with the Native American community is preferred.
- Excellent organizational skills.
- Strong leadership skills.
- Proven ability to work effectively with individuals and groups that represent diverse populations.
- Dynamic presentation and public speaking skills.
- Valid driver's license and insurability to transport individuals in a company vehicle when necessary.

- Strong oral and written communication skills.
- Knowledge of program planning, evaluation methods and tools.
- Skills in compiling, recording and assessing data (for program budgets, performance evaluations, program goals and objectives, statistical data, etc.)
- Demonstrate computer skills necessary to effectively maintain program database.
- Experience in policy, procedures, and development of systems change.
- Must be a self-starter and able to produce results with minimal supervision and able to lift and move 25 pounds without stress.
- Good attendance and punctuality a must.
- Understanding and sensitivity to Native American Culture.
- Experience in healthcare preferred.
- Ability to establish professional and harmonious working relationships on all projects and with all parties involved.
- Ability to provide prompt resolution of problems and conflicts as they may occur is required.
- Subject to pre-employment annual background checks, and annual reference checks.
- Some travel may be required.
- Able to work weekends.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Be responsible for the day-to-day management of the SHIP program and adhere to the contractual obligations, including the program goals and objectives and reporting requirements.
- Work to assure the SHIP financial reports are correctly handled, according to the contract and Lower Sioux Indian Community Fiscal Accounting standards.
- Facilitate meetings, design agenda, and provide monthly written progress report.
- Assist with conducting community assessment necessary for determining the underlying factors to obesity, poor physical activity and commercial tobacco misuse.
- Oversee daily operations, data entry, data collection, and coordinate activities of program.
- Monitor and approve program expenditures ensuring that budget allocations are not overspent.
- Prepare periodic reports, financial statements and records on program activities, progress, status or other special reports for management or outside agencies in a timely manner as requested.
- Work closely with contract evaluator regarding program assessment, outcome measures, and evaluation.
- Develop, compile and write communications and promotional literature for distribution such as newsletters, brochures or flyers; coordinate process from development through printing and distribution.
- Maintain confidentiality and professional ethics at all times.
- Implement policy and procedures in line with grant objectives.
- Performs miscellaneous job-related duties as assigned.
- Other duties as assigned.

DISCLAIMER:

This is not necessarily an exhaustive list of all the responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management and Community Council reserves the right to revise the job or to require that other or different tasks be performed when circumstances change (e.g. emergencies, changes in personnel, workload, rush jobs or technical developments).

In accepting employment, I am agreeing to perform the duties and responsibilities listed above. In addition, I agree to adhere to any policy or procedure changes that may occur during my employment with the Lower Sioux Indian Community.

Print Name: _____

Signature: _____

Date: _____