

APPLY IN PERSON AT:
Human Resource Department
909 Packerland Drive
Green Bay, WI 54303



ONEIDA

A good mind. A good heart. A strong fire.

OR MAIL TO:
Human Resource Department
P.O. Box 365
Oneida, WI 54155-0365

Phone: (920) 496-7900
Fax: (920) 496-7490

APPLY ONLINE AT:
<http://oneida-nsn.gov>

POSITION TITLE: Health Promotion Specialist
POSITION NUMBER: 01741
DEPARTMENT: Community Health
LOCATION: 525 Airport Road Oneida WI
DIVISION: Comprehensive Health
RESPONSIBLE TO: Health Promotion Supervisor
SALARY: NE09 \$20.51/Hr (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)
(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION: Non-Exempt
POSTING DATE: January 4, 2019
CLOSING DATE: January 11, 2019
Transfer Deadline: January 11, 2019
Proposed Start Date: As Soon As Possible

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The Oneida Nation does not discriminate on the basis of race, color, national origin, sex, religion, age or disability status in employment or the provision of services. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

POSITION SUMMARY

Promotes physical, emotional, social and spiritual well-being and health and wellness through education programs. This position provides health, wellness, or lifestyle coaching to participants of all Health Promotion programs. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

Wellness Coaching:

1. Assess readiness to change in individuals referred or interested in programming.
2. Conduct Wellbeing Assessments and facilitate the Wellness Vision at intake for new clients.
3. Provide Wellness Coaching using an evidence-based best practice coaching model which includes Appreciative Inquiry and Motivational Interviewing.
4. Participate in developing goals and objectives for clients to reduce or eliminate high-risk behaviors.
5. Facilitate problem solving for clients to overcome barriers to success.
6. Identify resources and make referrals for individuals who require more direct medical attention.

Health Promotion & Education:

7. Provide ongoing health and wellness education and health risk reduction programming, including but not limited to the lifestyle programs for individuals, families, AMVETS, and children.
8. Maintain tools to conduct need assessments for establishing appropriate programs.
9. Assist in the development of action plans to incorporate in the community.
10. Assist in the coordination and facilitation of activities with other departments and programs to provide a complete wellness approach.
11. Assist in the development and procurement of training materials. Evaluate methods and materials used in the health education classes for appropriateness of group/personnel.
12. Assist in the development and/or research of educational materials for all Health Promotion/Prevention activities.
13. Actively participate in the planning and implementation of the Community Health Services Strategic Plan.
14. Actively participate in Quality Assurance and Improvement Studies using the Plan-Do-Check-Act model.
15. Assist in planning and coordinating Health Division sponsored conferences, workshops, and continuing education programs such as Just Move It-Oneida.
16. Practice excellent customer service skills always to include, but not limited to, addressing customer and employee needs courteously and promptly.

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DUTIES AND RESPONSIBILITIES: (Cont.)

17. Contribute to a team effort and accomplish related results as required.
18. Establish close contact with tribal, private, and volunteer health agencies, businesses and community organizations to foster mutual program assistance.
19. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
20. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
21. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. Frequently stand, walk, use hands, handle, reach and pull with hands and arms.
2. Occasionally sit, stoop, kneel, crouch, or crawl; lift and/or move up to twenty-five (25) pounds.
3. Work is generally performed in a medical office, home setting or training setting with moderate noise level.
4. Exposure to inclement weather.
5. Evening and/or weekend work or extended hours and irregular shifts may be required.
6. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter as required.

STANDARD QUALIFICATIONS:

1. Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
2. Knowledge of Accreditation, HIPAA, Workers Compensation, OSHA, Federal, State and Local regulations.
3. Knowledge of current principles, methods and procedures for the delivery of wellness programs.
4. Knowledge of methods and techniques of providing fitness assessment and evaluation.
5. Knowledge of current and emerging trends in technologies, techniques, issues, and approaches in area of expertise.
6. Knowledge of community outreach health initiatives.
7. Knowledge of health education theory and practice.
8. Skill in preparing and maintaining reports.
9. Skill in operating business computers and office machines, including in a Windows environment, specifically Word, Excel, Access, and presentation software (such as PowerPoint).
10. Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
11. Ability to provide services for operations and activities of health and wellness programs.
12. Ability to coordinate health awareness/fitness related events.
13. Ability to educate patients and/or families as to the nature of disease and to provide instruction on proper care and treatment.
14. Ability to communicate effectively in the English language, both verbally and in writing.
15. Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with vendors and co-workers at all levels.
16. Ability to foster a cooperative work environment.
17. Ability to work both independently and in a team environment.
18. Ability to exercise sound judgment in decision making.
19. Ability to communicate technical information to non-technical personnel.
20. Ability and willingness to provide strong customer service orientation.
21. Ability to continually seek improvement in results.
22. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
23. Health Insurance Portability and Accountability Act (HIPAA) training is required prior to starting this position. **(Training will be administered by the Human Resource Department).**
24. Must be willing and able to obtain additional education and training.

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STANDARD QUALIFICATIONS: (Cont.)

25. Must pass a pre-employment drug screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
26. Employees are required to have proof of immunity or dates of 2 doses of MMR and Varicella prior to starting in any position within the Oneida Comprehensive Health Division. Any refusal of vaccination(s) or failure to provide proof of immunity may disqualify the applicant.
27. Must pass a background security check with the Oneida Nation in order to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Nation Gaming Ordinance as they pertain to the position. A temporary license or Gaming License issued by the Oneida Gaming Commission is required as a condition of employment and continuing employment within the Oneida Nation's Gaming Division.
28. A valid, non-probationary driver's license or occupational driver's license, reliable transportation, and insurance are required. Must obtain a Wisconsin non-probationary driver's license or occupational driver's license within thirty (30) days of employment if applicant has an out-of-state driver's license. Must be authorized as eligible to operate a personal vehicle under the Oneida Nation's Vehicle Driver Certification and Fleet Management Policy prior to actual start date. Must maintain driver's eligibility as a condition of employment.

PREFERRED QUALIFICATIONS:

Applicants please clearly state on the application/resume if you meet these qualifications.

MINIMUM QUALIFICATIONS:

Applicants please clearly state how you meet these qualifications on the application/resume.

1. Bachelor's Degree in Health Education, Nutrition, Health Promotion, Wellness, Exercise Science or Physiology , or health related field and one (1) year experience providing one-on-one counseling, education and/or wellness coaching.
2. Must obtain the Wellcoaches Wellness Coach Certification within one (1) year,

ITEMS TO BE SUBMITTED:

1. **Must provide a copy of diploma, license, degree or certification upon employment.**

