

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



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

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

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

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

SECOND POSTING OPEN TO ALL APPLICANTS

POSITION TITLE: Health Promotion Manager
POSITION NUMBER: 03091
DEPARTMENT: Community Health
LOCATION: 525 Airport Road Oneida WI
DIVISION: Comprehensive Health
RESPONSIBLE TO: Community Public Health Officer
SALARY: E05 \$45,961/Annually (NEGOTIABLE)
(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION: Exempt
POSTING DATE: July 24, 2020
TRANSFER DATE: July 31, 2020
CLOSING DATE: Until Filled
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

Under direct supervision of the Community Public Health Officer, manages the day-to-day operations of Health Promotion including, the Diabetes Prevention Program, supervision of a professional team, and programs that promote the physical, emotional, social and spiritual well being plus the health and wellness and reduce risks and injuries through education programs and activities to support the health and welfare of participants. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

The Health Promotion Manager performs the following essential functions within the framework of the Public Health Core Competencies (PHCC). These 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.

Analytical/Assessment Skills

1. Develop, implement and maintain tools to conduct need assessments for the purpose of establishing appropriate programs.
2. Provide statistical reports and monthly activity reports for, Administration, Indian Health Services, Oneida Business Committee, other tribal programs and outside agencies for assigned areas as required.
3. Actively participate in Quality Assurance and Improvement Studies using the Plan-Do-Check-Act model.

Policy Development/Program Planning Skills

4. Develop, implement and evaluate Wellness classes and seminars according to expressed community needs and survey results.
5. Implement strategies for continuous quality improvement of all Health Promotion programs and services.
6. Develop action plans to incorporate in the community.
7. Actively participate in the planning and implementation of the Community Health Services Strategic Plan.
8. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.

Communication Skills

9. Develop, implement, provide and maintain ongoing wellness, safety education, and health risk reduction programs for Oneida Community, including but not limited to the lifestyle programs for individuals, families, AMVETS and children.

DUTIES AND RESPONSIBILITIES: (Cont.)

Communication Skills

10. Responsible for ensuring confidentiality of all information in assigned departments and/or individuals.

Cultural Competency Skills

11. Develop training materials. Evaluate methods and materials used in the health education classes for appropriateness of group/personnel.
12. Ensure personnel are providing emotional support to their clients.
13. Establish close contact with tribal, private, and volunteer health agencies, businesses and community organizations to foster mutual program assistance.
14. Identify resources and make referrals for individuals who require more direct medical attention.
15. Practice excellent customer service skills always to include, but not limited to, addressing customer and employee needs courteously and promptly.

Community Dimensions of Practice Skills

16. Network, coordinate, and facilitate activities with other departments and programs to provide a complete wellness approach for the Oneida Nation.
17. Assist in planning and coordinating Health Center sponsored conferences, workshops, and continuing education programs.

Public Health Sciences

18. Develop and/or research educational materials for all Health Promotion/Prevention activities.

Financial Planning and Management

19. Manager Health Promotion Programming budget: forecast, develop, and monitor.
20. Use evaluation results to improve Health Promotion programming.
21. Develop and maintain a performance management system for program improvement.

Leadership and Systems Thinking

22. Responsible for the supervision of personnel, which includes work allocation, training, and problem resolution; evaluates performance and makes recommendations for personnel actions; motivates employees to achieve peak productivity and performance.
23. Provides and supervises readiness and wellness assessments, wellness coaching, and classroom instruction, ensuring quality control and the delivery of effective programming within Health Promotion.
24. Trains and educates Health Promotion staff as appropriate in Wellness Coaching; coordinates in-service training, continuing education, orientation, competency reviews, and other related training functions.
25. Develop, implement, and maintain a Comprehensive Health Promotion Plan with timelines and measurable objectives for the Oneida Community.
26. Maintain credential by participating in professional continuing education activities.
27. Provides educational experiences for undergraduate and graduate students in health promotion, dietetics, and public health.
28. Contribute to a team effort and accomplish related results as required.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. Frequently walk, stand; use hands and arms; and talk or hear.
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. Exposure to inclement weather.
4. Evening and/or weekend work and extended hours and irregular shifts may be required.
5. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter as required.

STANDARD QUALIFICATIONS:

Must adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.

1. Knowledge of applicable federal, state, county and local laws, regulations, and requirements.

STANDARD QUALIFICATIONS: (Cont.)

2. Knowledge of JCAHO, 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. Knowledge of program management.
9. Skill in preparing and maintaining reports.
10. Skill in operating business computers and office machines, including in a Windows environment, specifically Word, Excel, Access, and presentation software (such as PowerPoint).
11. Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
12. Ability to provide services for operations and activities of health and wellness programs.
13. Ability to coordinate health awareness/fitness related events.
14. Ability to educate patients and/or families as to the nature of disease and to provide instruction on proper care and treatment.
15. Ability to communicate effectively in the English language, both verbally and in writing.
16. Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with vendors and co-workers at all levels.
17. Ability to foster a cooperative work environment.
18. Ability to work both independently and in a team environment.
19. Ability to exercise sound judgment in decision making.
20. Ability to communicate technical information to non-technical personnel.
21. Ability and willingness to provide strong customer service orientation.
22. Ability and willingness to be CPR. Must maintain CPR Certification during employment.
23. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
24. Health Insurance Portability and Accountability Act (HIPAA) training is required prior to starting this position.
25. Must be willing and able to obtain additional education and training.
26. Must pass a pre-employment drug screening. Must adhere to the Nation's Drug and Alcohol-Free Workplace Policy during employment.
27. Employees are required to have proof of immunity or dates of 2 doses of MMR and proof of immunity or dates of 2 doses of 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.
28. 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.
29. 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 and Tribal 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.

1.

MINIMUM QUALIFICATIONS:

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

1. Bachelor's Degree in Health Education, Wellness, Public Health or related field; five (5) years experience in prevention and lifestyle development; three (3) years in a management capacity or equivalent combination of education and experience.
2. Wellness Coach certification from a National Board for Health & Wellness Coaching (NBHWC) accredited program.

ITEMS TO BE SUBMITTED:

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