

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: Stroke Prevention Wellness Coach (Limited Term – 2 years)
POSITION NUMBER: 03133
DEPARTMENT: Community Health
LOCATION: 525 Airport Road Oneida WI
DIVISION: Comprehensive Health
RESPONSIBLE TO: Health Promotion Manager
SALARY: NE09 \$20.51/Hr. (NEGOTIABLE)
(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION: Non-Exempt
POSTING DATE: April 30, 2021
CLOSING DATE: Until Filled
Transfer Deadline: May 7, 2021
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 the direct supervision of the Health Promotion Manager, this position provides health, wellness, or lifestyle coaching to participants of the "Stroke Prevention in the Wisconsin Native American Population" study. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

The Health Promotion Specialist 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 and Assessment Skills

1. Assess readiness to change in individuals interested in programming, individuals referred by their medical provider or individuals recruited in the "Stroke Prevention in the Wisconsin Native American Population" study as part of their treatment plan.
2. Conduct Wellbeing Assessments and facilitate the Wellness Vision at intake for study participants.
3. Participate in developing goals and objectives for study participants to reduce or eliminate high-risk behaviors and promote lifestyle and behavior change.

Policy Development and Program Planning Skills

4. Assist in the development and/or research of educational materials for all Health Promotion/Prevention activities.
5. Assist in the development of action plans to incorporate in the community.
6. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.

Communication Skills

7. Facilitate problem solving for clients to overcome barriers to success.
8. 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.

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DUTIES AND RESPONSIBILITIES: (Cont.)

Cultural Competency Skills

9. Identify resources and make referrals for individuals who require more direct medical attention.
10. Assist with the emotional impact of chronic life stresses and provide emotional support in the form of showing compassion, teaching coping skills, demonstrating empathy and a non-judgmental attitude.
11. Practice excellent customer service skills always to include, but not limited to, addressing customer and employee needs courteously and promptly.
12. Assist in the development and procurement of training materials. Evaluate methods and materials used in the health education for appropriateness.

Community Dimensions of Practice Skills

13. Assist in planning and coordinating Health Division sponsored conferences, workshops, and continuing education programs such as Just Move It-Oneida.
14. Establish close contact with tribal, private, and volunteer health agencies, businesses and community organizations to foster mutual program assistance.

Public Health Sciences Skills

15. Provide Wellness Coaching using an evidence-based best practice coaching model which includes Appreciative Inquiry and Motivational Interviewing.

Financial Planning and Management Skills

16. Record and maintain patient documentation in an electronic medical record to ensure accurate billing of services.
17. Follow purchasing processes and budget guidelines in requests for program supplies, services and training.

Leadership and Systems Thinking Skills

18. Contribute to a team effort and accomplish related results as required.
19. Participate in professional continuing education activities, as required to maintain credentials.
20. Provide professional mentoring to students, dietetic interns, using direct observation, assistance and feedback for performance success and rotation assignments.

DUTIES AND RESPONSIBILITIES SPECIFIC TO “STROKE PREVENTION IN THE WISCONSIN NATIVE AMERICAN POPULATION” STUDY:

21. Participate in study recruitment activities to include participation in health education, community, and onsite study events.
22. Participate in study activities (coaching, escorting participants to study activities).
23. Consent participants for participation in study.
24. Maintain study records (health journals, participation logs).
25. Develop health wellness goals with study participants and monitor goal progress through weekly communication with participants and quarterly in person visits.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. Frequently stand, walk, use hands to finger, handle, feel; reach and pull with hands and arms; talk and 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.
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:

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 Oneida, federal, state, county and local laws, regulations, and requirements.
2. Knowledge of JCAHO, HIPPA, 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.

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STANDARD QUALIFICATIONS: (Cont.)

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. Must complete Health Insurance Portability and Accountability Act (HIPAA) training within thirty (30) days of employment and annually thereafter.
24. Employees are required to have proof of immunity or dates of two (2) doses of MMR and proof of immunity or dates of two (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.
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. 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 driver's license or occupational driver's license, reliable transportation, and insurance are required. Must obtain a Wisconsin 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 Law 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. Wellness Coach Certification from Nationally Accredited Organization.

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 Wellness Coach Certification within one (1) year.

ITEMS TO BE SUBMITTED:

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