

**CONFEDERATED SALISH AND KOOTENAI TRIBES
OF THE FLATHEAD NATION
PO BOX 278
PABLO MT 59855
(406) 675-2700
PERSONNEL OFFICE FAX: (406) 226-2562
WEBSITE ADDRESS: csktribes.org
E-mail melanie.piedalue@cskt.org**

******V A C A N C Y A N N O U N C E M E N T******

TITLE: Health and Wellness Coordinator

LOCATION: Tribal Health Department – Location Negotiable

SALARY: \$23.80 - \$27.36 per hour plus benefits (May be employed under contract)

CLOSING DATE: Thursday, April 18, 2024, 2024 at 5:30 p.m. (MST)

This is a Testing Designated Position (TDP) within the definition of the CSKT Drug Testing policy. **The successful applicant, if not already employed by the Tribes must pass a pre-hire drug test and serve a mandatory six (6) month probationary period.**

The Health and Wellness Coordinator is responsible for developing, implementing, and evaluating health and wellness, as well as prevention programs for the Public Health Division. The coordinator will work closely with division staff, community organizations, and healthcare providers to promote healthy behaviors and improve health outcomes for individuals and communities. In addition, the Health and Wellness Coordinator is responsible for the overall management, development and implementation of all fitness center programs and services.

Health Promotion – Provides oversight and supervision of Prevention Specialists and Lead Health Educator to accomplish:

- Develop, implement, and evaluate health and wellness programs, initiatives, and campaigns that address the health and wellness needs of the community and Tribal Health employees.
- Collaborate with internal and external partners to identify and address health disparities and promote health equity.
- Plan and coordinate health education and outreach events, including workshops, classes, and health fairs.
- Provide education to individuals and groups on healthy lifestyle behaviors and disease prevention strategies.
- Collect and analyze data to track program effectiveness and identify areas for improvement.
- Develop and maintain relationships with community organizations and healthcare providers to enhance program effectiveness and reach.
- Assist with grant writing and reporting to secure funding for health and wellness programs.
- Manage program budgets and resources to ensure program sustainability.
- Participate in department and division meetings and trainings, as well as attend relevant conferences and professional development opportunities.

Fitness Centers – Provides oversight and supervision of Lead Fitness Center Specialist to accomplish:

- Develop and execute a comprehensive fitness program that aligns with Tribal Health goals and priorities.
- Oversee the operations of the fitness center, including staff scheduling, member engagement, and equipment maintenance.
- Ensure fitness centers are kept clean and maintain the overall safety, according to policy.
- Hire, train, and manage a team of fitness trainers and front desk staff.
- Manage the budget for the fitness center and ensure financial goals are met.

- Develop and implement marketing strategies to attract new members and promote fitness.
- Keep up-to-date and accurate records on all fitness center members.
- Maintain current knowledge of best practices.
- Participate in meetings and trainings

Supervisory Duties –

- Provide leadership and guidance to the team, including setting clear expectations, goals, and priorities.
- Identify the training and development needs of team members, and facilitate their growth through coaching, mentoring, and performance feedback.
- Assign tasks and projects to team members based on their skills and workload capacity, ensuring equitable distribution of work.
- Conduct regular performance evaluations, provide constructive feedback, and participate in the performance review process.
- Manage and optimize the use of resources, including budget allocation, equipment, and materials.
- Address conflicts and interpersonal issues within the team, working to foster a harmonious and productive work environment.
- Participate in the hiring process, which may involve interviewing candidates, making hiring decisions, and assisting with the onboarding of new team members.
- Enforce Tribal Health policies and procedures within the team, ensuring compliance with all relevant regulations and guidelines.

Assumes responsibility for own professional growth and development by pursuing education, participating in professional committees and work groups.

- *Request a copy of position description for full details.*

MINIMUM RECRUITING QUALIFICATIONS AS REFLECTED ON TRIBAL EMPLOYMENT APPLICATION:

- Bachelor's degree in Public Health, Health Education, Health Promotion, or a related field
- Minimum of 2 years' experience in program development, implementation, and evaluation in a public health setting.
- Minimum 2 years' supervisory experience.
- Experience managing a budget.
- Experience working in a fitness center or similar environment.
- Current certification in CPR and AED, and first aid.
- Must have valid Driver's license.

SUBMIT:

1. Completed Tribal employment application.
2. Copy of academic transcripts, certifications, licensure, etc.
3. Copy of driver's license.
4. Proof of enrollment from a federally recognized Tribe if not from CSKT.
5. If claiming veteran's preference, a copy of the DD214 must be submitted.

SUBMIT ALL OF THE ABOVE TO: Personnel Office, PO Box 278, Pablo MT 59855, Telephone (406) 675-2700 Ext. 1040, or personnel@cskt.org

FAILURE TO SUBMIT ALL OF THE ABOVE INFORMATION WILL RESULT IN IMMEDIATE DISQUALIFICATION DURING THE SCREENING PROCESS

FOR MORE INFORMATION: Contact Chelsea Kleinmeyer at THD (406) 675-2700 Ext. #7362