



The Minnesota Chippewa Tribe

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Education
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Fax: 218-335-2029
Human Services
218-335-8586
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JOB ANNOUNCEMENT

Title: Health Education Program Developer
Status: Part Time (19 paid hours per week)
Pay: \$18.55 per hour
Deadline: Friday, October 12, 2018

Description: Reporting to the MIAAA Elderly Programs Manager, the Health Education Program Developer provides support to the Minnesota Indian Area Agency on Aging (MIAAA) and the Health Education Program by working with reservation communities and American Indian people to help improve the health outcomes of older adults by offering evidence-based disease management and falls prevention programs in community settings. Requirements include, but not limited to:

Evidence-based health program development and delivery - Provides group education and/or training for evidence-based health promotion programs. Develops workshop agendas, presentation content development, materials, and coordinates logistics. Develops and implements project work plans.

Partnership Development - Develops partnerships with project partners, other stakeholders and community organizations to implement program development. Maintains effective communication both internally across functions in the organization and externally with partners.

Quality - Maintains project data bases and tracking tools. Coordinates collection of evaluation data.

Requirements:

1. Previous experience working with American Indians in the social services/aging field.
2. Knowledge or experience in evidence-based health care promotions.
3. Strong group training skills with knowledge of adult teaching methods.
4. Able to work independently and as part of a team.
5. Strong organizational and record keeping skills. Proficient knowledge of Microsoft Office; Windows, Word, Excel, Power Point and Access.
6. Ability to travel frequently in the MIAAA service area.
7. Highly self-motivated, take initiative and use sound judgement when making decisions or seeking input and direction.
8. Possession of a valid driver's license, current auto insurance, and the use of a privately-owned vehicle for business purposes.
9. Background check required.

Visit www.mnchippewatribe.org for Application

Send Application and Resume To:

Joel Smith, Director of Administration, The Minnesota Chippewa Tribe
PO Box 217 Cass Lake, MN 56633
EEO-American Indian Preference