



Cow Creek Government Office

Position Description

Position Title: Health Education Manager

Department: CCH&WC

Reports To: Clinic Director

FLSA Designation: Non-Exempt

Date Written/Revised: 7/2020

POSITION PURPOSE:

Develops and manages health education programs to improve the health of Employees, Tribal Members and patients. Communicates health risk factors and wellness programs, evaluates, organizes, promotes, and implements health risk reduction and wellness programs such as smoking cessation, diabetes prevention and education, maternal child health, trauma informed care education and other community wellness promotion. This is a working dietician and manager position, 50% and 50%.

ESSENTIAL FUNCTIONS:

- Direct management and supervision of education staff. Responsible for time sheets, evaluations, attendance and leave.
- Plans, implements, and evaluates all CCH&WC education programs and services, including, but not limited to ~~the~~ Diabetes, Tobacco, Maternal Child Health, Trauma Informed Care, Physical Activity and general clinic education programs and grants.
- Oversees Diabetes Education Programs including the Diabetes Prevention Program, Diabetes Self-Management, Education and Support and the Beyond the Diagnosis: Type 1 Diabetes Support Group. Ensures that programs are taught with an approved curriculum, grant requirements are being met including data and reporting requirements. Assists in publicizing and recruiting various events related to diabetes education and resources.
- Oversees Native Connections Trauma Informed Care Program: support and encourage a Trauma Informed Care approach, ensuring this program is fully integrating knowledge about trauma into all aspects of services and training staff to recognize the signs and symptoms of trauma in changing policies, procedures and services to reflect this recognition and ensure Native Connections Program Trauma Informed grant requirements are met and fulfilled.
- Develops and conducts health education/promotional presentations on health related topics.
- Plans and implements health fair events, activities and other programs including arranging for speakers, facilities, resources, and staffing. Focus is internal, then external in community.
- Serves to create awareness and educate Tribal membership about the health problems that exist for Native Americans.

- Serves as the Health Education resource person for all staff members, designs and develops brochures, reports, manuals, newsletters, pamphlets, resource packets, posters, and various training materials promoting public health issues and health activities.
 - Integrate health and safety as a value in how all work is conducted, by constantly striving to create a workplace that is healthy and safe for self and co-workers. Ability to work effectively with individuals from different cultural backgrounds, including the ability to understand the behaviors of other individuals and groups, and to make appropriate recommendations.
- Grant managements to include proposals, implementation of grants and reporting.
- Participates in quality assurance and quality improvement with the team.
- Provides a monthly report, maintaining complete records and files regarding services, activities and documents at request of Clinic Director, Health Operations Officer or Tribal Leadership.
- Maintains an updated Education Department Manual.
- Ensures that clinic documentation is kept secure and confidential and maintains consistency with CCH&WC Policies and Procedures.
- Hosts staff meetings with team and keeps team well informed of all CCH&WC goals and objectives.
- Works as part of CCH&WC leadership team.

QUALIFICATIONS:

- Knowledge of educational principles of adult learning theory, group dynamics, behavior change concepts, empowerment models, motivational interviewing techniques, learning styles and teaching strategies.
- Ability to communicate effectively with a variety of audiences using a variety of mediums.
- Possession of a Bachelor's Degree in Health Education, Public Health or a related health field.
- Two years of experience in health, preferably in a health promotion/education capacity.
- Solid working knowledge of budgeting and grants management.
- Knowledge of primary care, behavioral health, and integrated model of care.
- Knowledge of HIPAA guidelines and regulations, ability to apply them.
- Prefer some marketing experience and experience with window based computer programs.

