

## **POSITION DESCRIPTION**

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**POSITION:** FAMILY HEALTH EDUCATOR      **GRADE:** 8  
**DEPARTMENT:** Bay Mills Health Center      **STATUS:** Non-Exempt  
**REPORTS TO:** Community Health Nurse Coordinator

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### **POSITION SUMMARY:**

Provide outreach to the community through home visits and community health awareness programs. Transportation for health related appointments as needed. Employee to attend training and meetings as required for the position.

### **ESSENTIAL FUNCTIONS:**

1. Serve as a Family Health Educator for the Family Spirit project in Bay Mills
2. Recruit mothers, fathers, and caregivers to participate in the Family Spirit Program
3. Visit parents and caregivers in their homes and teach a comprehensive parenting curriculum
4. Provide social support and connect participants to other community resources
5. Maintain data forms and tracking logs to document program activities
6. Represent the Family Spirit Program and the Healthy Start program during community meetings and in-service presentations for community partners and local services providers

### **Outreach Responsibilities:**

1. Market Tribal Home Visiting Program to raise awareness and work to enroll new clients in the Program
2. Keep community locations (daycare centers, gas stations, Laundromats, physician/midwife/nurse-practitioner offices, health departments, churches, post office, etc.) stocked with Tribal Home Visiting informational and marketing materials.
3. Assist with advertising of events, through media such as: TV, radio, internet, magazines, newspaper, videos, or flyers.
4. Assist with organizing health fairs, community gatherings, Baby Celebrations, Talking Circles, school programs, etc. to increase community awareness of the program and its benefits (duties may include: arrange facilitation, invite community members, promote attendance, coordinate logistics, advertise and promote, attend community and cultural gatherings).
5. Talk to all pregnant women and new parents/caregivers and educate about Tribal Home Visiting.

### **Recruit & Retain Responsibilities:**

6. Utilize cultural community groups/circles to provide information about Tribal Home Visiting and to keep enrolled clients interested in the program; involve all community women (young women, moms, aunties, grandmothers, etc.)
7. Makes phone calls and home visits to potential and enrolled participants for recruitment and retention.
8. Build and nurture trust with clients by taking an interest in them and their families, connecting them to other resources, advocating for them, checking in on them, providing immunization reminders, and reporting concerns to Maternal Child Health Nurse Coordinator.
9. Provide comprehensive case management and advocacy for clients.
10. Provide on-call and on-the-spot support for newly pregnant families.
11. Help clients keep appointments; help arrange transportation and/or childcare for appointments.
12. Transport clients to health related appointments, as needed.
13. Provide Tribal Home Visiting educational information and interventions to all clients.

**Administrative Responsibilities:**

1. Responsible for budget preparation, management, and close-out.
2. Must attend quarterly budget meetings with Bay Mills Indian Community Grants Management and Accounting Departments.
3. Keep records of all outreach contacts and activities using project referral logs and client record forms; assist Maternal Child Health Nurse Coordinator with data entry, quarterly reports, and case management files.
4. Manage inventory of health education materials, incentive products, and other project items.
5. Attend case management meetings & attend quarterly Tribal Home Visiting meetings and give reports.
6. Attend all mandatory trainings designated through Community Health Nursing Coordinator.
7. Other duties may be assigned within the scope and complexity of this position's essential functions.

**PHYSICAL REQUIREMENTS:**

While performing the duties of this job, the employee is regularly required to sit, with occasional walking and standing. The employee must occasionally lift and/or move up to 50 pounds.

**POSITION REQUIREMENTS:**

1. Required Certification Child Development Associate, Associate of Applied Science, or Certificate of Practical Nursing
2. Ability to communicate and interact in a sensitive and respectful way in the local tribal community.
3. Must have valid Michigan driver's license with an excellent driving record.

4. Flexible working schedule; overnight, evening, and weekend shifts occur.
5. Completed BLS or other approved alternative certificate.
6. The position will maintain background clearance as required by the employer and any collaborating agencies.
7. Must have strong organizational and data management skills and experience.
8. Must be efficient and detail-oriented.
9. Must be an independent learner and worker.
10. Flexible and adaptable.
11. Ability to effectively multi-task.
12. Must be self-motivated and driven.
13. Excellent professional judgment and discretion.
14. Good oral and written communication skills, including public speaking with large and small groups.
15. Ability to operate a telephone, printer, fax, copier, and computer with software use experience in Microsoft Word, Excel, and PowerPoint.
16. Ability to follow worksite guidelines on personal and work cell phone use.
17. Ability to work well with others.
18. Ability to take direction and respond positively to feedback in the workplace.
19. Must be knowledgeable of HIPAA guidelines.
20. Must have an excellent past work history and attendance record.
21. To perform this position successfully, an individual must be able to satisfactorily perform each function listed under the essential functions and physical demands categories of this position description.

**PREFERENCE:** Preference will be given to those of Native American descent.

**CLOSING DATE:** October 18, 2021 at 4:30pm

**APPLY TO:** Please email Application and Resume to Erin Forrester, HR Generalist at [eforrester@baymills.org](mailto:eforrester@baymills.org)  
Subject: **FAMILY HEALTH EDUCATOR**

\*Applications can be found at [www.baymills.org](http://www.baymills.org) under “employment opportunities”