***VACANCY ANNOUNCEMENT***

POSITION: Health Promotion Specialist  
LOCATION: Building One, Concho  
ISSUE DATE: June 21, 2019  
CLOSING DATE: Until Filled

GENERAL DESCRIPTION:
This position shall be under the supervision of the Health Education Director. The Health Promotion Specialist is funded under the Good Health and Wellness sub award contract. The Health Promotion Specialist will work to coordinate and implement a youth tobacco prevention program through educational instruction at Aqua Zumba classes. Employment will last through the duration of the funding period.

RESPONSIBILITIES:
- Understand and promote prevention of commercial tobacco use.
- Responsible for developing educational component to community outreaches.
- To be a liaison with the Good Health and Wellness Program at the Tribal Epidemiology Center.
- Will do administrative assistant duties like prepare purchase requisitions and check requests and do data entry.
- Will be required to write regular reports and complete final a project report.
- Shall be responsible to perform other duties as assigned by the program director.

KNOWLEDGE, SKILLS AND ABILITIES:
- Ability to effectively speak in front of youth and other groups, proficient in public speaking.
- Excellent verbal presentation and written communication skills.
- Ability to work collaboratively and effectively with other agencies in the community.
- Ability to communicate effectively with participants.
- Ability to handle multiple tasks simultaneously, establish priorities and work in an organized manner.
- Proficient at Microsoft Word, Outlook and Power point.
- Able to work independently with little or no supervision.
QUALIFICATIONS:
- Prior experience in a health related field.
- High school or General Education Equivalency. Some college is preferred.
- Must have driver's license and provide current motor vehicle report
- Must be willing to obtain CPR and First Aid Certification
- Familiar with organization policies and procedures
- Cheyenne and Arapaho Tribal Preference
- Knowledge of Cheyenne-Arapaho Culture
- Must be willing to work flexible hours including nights and weekends
- Must pass background check
- Must be in good physical condition and able to lift heavy items

SALARY: Negotiable, depending on qualifications and experience.

APPLICATION PROCEDURE: Submit Tribal Application, Resume, Transcripts, Diploma, Certifications, License and CDIB to:

Cheyenne-Arapaho Tribes of Oklahoma
Personnel Department
P.O. Box 167
Concho, OK 73022
Or e-mail: atisdale@c-a-tribes.org
Office (405) 422-7498
Fax (405) 422-8222
Toll Free 1 (800) 247-4612 ext. 27498

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