POSITION: Health Promotion Specialist
PROGRAM: Health Education
LOCATION: Health Building, Concho
ISSUE DATE: March 16, 2020  CLOSING DATE: Until Filled

GENERAL DESCRIPTION:
This position shall be under the supervision of the Health Education Program Director. The Health Promotion Specialist will guide the M-POWER Program to meet contract objectives. The M-POWER Program is a tribal initiative from a contract between the Cheyenne and Arapaho Tribes and the Oklahoma State Department of Health Center for the Advancement of Wellness (OSDH). The Health Promotion Specialist will provide educational outreaches, implement interventions, and conduct assessments to help program efforts. The Health Promotion Specialist will promote an active lifestyle, increase physical activity opportunities, and promote wellness services. This position will end at the completion of the M-POWER contract.

RESPONSIBILITIES:
Must be able to provide multiple deliverables including the development of interventions, achievement of program outcomes, incorporation of population based strategies, and implementation of policy. Will be responsible for the reimbursement of costs from OSDH by ensuring expenditures are in-line with agreed upon work plan and strategies that will achieve program outcomes. Promote the Certified Healthy Oklahoma Program within the Cheyenne and Arapaho Tribes service area. Health Promotion Specialist is prohibited from using tobacco while performing job duties. Shall comply with the tobacco free policy as listed in the M-POWER contract. Any additional duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:
Must have experience with systems, policies, and procedures of a federal program. Ability to work collaboratively and effectively with other agencies in the community. Ability to communicate effectively with clients and community groups. Ability to handle multiple tasks simultaneously, establish priorities and work in an organized manner. Able to work independently with little or no supervision. Able to collect, analyze, and interpret health related data. Knowledge of computer software programs including Microsoft Word, Excel, PowerPoint and Publisher.
QUALIFICATIONS:
- Bachelor’s degree in health related field preferred.
- Must have driver’s license and provide current motor vehicle report (MVR)
- 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 be willing and able to attend various training opportunities as designated by the program director and OSDH
- Must pass background check
- Maintain confidentiality
- 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@cheyenneandarapaho-nsn.gov
Office (405) 422-7498
Fax (405) 422-8222
Toll Free 1 (800) 247-4612 ext. 27498

To view all our current vacancy announcements, please visit our website at: www.cheyenneandarapaho-nsn.gov