



## Job Description

**Job Title:** Director of Community Wellness

**Department:** Community Wellness

**Reports To:** Chief Operations Officer

**Employment Category:** Full time, regular

**FLSA Status:** ☒ Exempt or ☐ Non-Exempt

**Position Summary:** Provides direction and oversight of the Community Wellness Department. The department oversight includes agency programs dealing with health education and disease prevention, including, but not limited to maternal/child health, mental health/suicide prevention, nutrition/healthy foods access; youth group programming; and physical activity and substance abuse prevention in the Native American Community; assists in the coordination of Cultural/Traditional Services offered to the Native American Community. Works towards health equity through services, programs and partnerships that reduce health disparities and improve access.

### Essential Duties and Responsibilities:

- Manages Community Wellness team and programs. Responsible for the coordination and direction of combined projects involving other departments addressing prevention activities. May also direct volunteers involved in program activities.
- Responsibilities include training employees; planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems.
- Monitor and maintain program budgets. Review monthly program related revenue, budget vs. actual reports.
- Interacts with community to determine methods of promoting information concerning alcohol, tobacco and drug abuse (ATOD) education, and other health education/disease prevention and treatment programs.
- Provides oversight for planning and coordinating cultural competency programs, parenting programs, healthy start, youth programs, health education, community and cultural events.
- Consults with management and agency departments to facilitate client access to services and address issues concerning client access to care.
- Collect, compile and submit data for entry to verify client contracts. Ensure outreach activity and each client contact is documented.
- Prepares and submits reports as required by funding sources.
- Attends meetings and other functions as necessary, serves as a member of Leadership Team.
- Assists in writing grants to support programming and services for department and agency.
- Contributes to quarterly newsletter and other promotional material to inform community of events, activities and programs.
- Lectures and participates in workshops, public interviews, community meetings, and other functions, as directed to promote acceptance and support of program.



- Provide information and/or guidance regarding cultural practices and spirituality. Perform cultural/spiritual services as needed or requested.
- Consult with elders, traditional persons, medicine men/women and healers concerning traditional practices and services. Maintain communication with traditional consultants for ongoing development of program.

**Other Duties and Responsibilities:**

- Provides outreach services to target population and provides short and long term services to at-risk youth, individuals and families to address crisis issues and resolve conflict.
- Makes referrals to help clients use agency's services and other community resources.
- Works with law enforcement agencies, court systems, schools, employers, health, welfare, and recreation agencies to educate organizations and/or advocate for clients, as necessary.
- Other duties as assigned

**Education/Experience:** Master's degree and minimum of three years of related experience/training required. Current CPR/Basic First Aid Certificate; or other credentials or licenses must be kept current and consistent with State/Grant regulations.

Must be able to demonstrate requirements during the interview process.

**Additional Qualifications:**

- Must be self-directed.
- Must be able to maintain confidentiality, handle crisis and tolerate stress professionally.
- Valid MI Chauffeur's license; other credential or licenses must be kept current and consistent with applicable regulations.
- Ability to maintain a flexible work schedule, including evenings, weekends and overnight or extended travel as necessary.
- Ability to promote an alcohol, tobacco and drug-free lifestyle.
- Ability to apply proficient understanding to carry out instructions furnished in written, oral or diagram form.
- Ability to read and comprehend simple instructions, short correspondence and memos.

**Preferred Requirements:** Familiarity and/or experience working with the Native American community; respect for and knowledge of traditional, cultural and spiritual practices of a diverse Native American community, as well as an ability to work with other racially, culturally and ethnically diverse populations.

**Work Environment/Physical Demands:** The characteristics and demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; sit and use hands to finger, handle, or feel. The employee is often required to stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 25 pounds and frequently lift and/or move up to 50 pounds. The employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



**NATIVE AMERICAN/AMERICAN INDIAN PREFERENCE IN HIRING WILL BE APPLIED AS DEFINED IN THE INDIAN PREFERENCE ACT (TITLE 25, U.S. CODE SECTIONS 472 AND 473).**

**Acknowledgement of Receipt**

I acknowledge that this job description is neither a contract of employment nor a legal document. I have received the job description, and I understand that it is my responsibility to read and comply with the duties contained in this description and any revisions made to it.

EMPLOYEE'S NAME (printed): \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

ENTERED INTO PERSONNEL FILE BY: \_\_\_\_\_ DATE: \_\_\_\_\_

*Revised: March 2024*