

**JOB DESCRIPTION**

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<b>Job Title:</b>	<b>Tribal Wellness Educator</b>	<b>Prepared by:</b>	David Camplin
<b>Department:</b>	Tribal Family Services	<b>Date Prepared:</b>	06/29/2021
<b>Reports To:</b>	Director-Tribal Family Services	<b>HR Approval/Date:</b>	B. Gerstner 07/02/2021
<b>FLSA Status:</b>	Exempt		

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**SUMMARY**

With a focus on helping San Manuel Tribal families and citizens, the Tribal Wellness Educator provides a range of activities and programs within the department that are intended to have a positive effect on the health and well-being of the community. Reporting to the Director of Tribal Family Services, the Tribal Wellness Educator provides support and services that have been identified to meet the physical, mental, and psychosocial needs of the Tribal Community while maintaining the strictest confidentiality in compliance with applicable law. The Tribal Wellness Educator supports and provides services to the Tribal Citizens, which may include; receiving and making calls to Tribal Citizens, providing resources, responding to crisis' and triaging their needs. This may also include providing wellness checks and/or providing case management, home visits, and meeting with citizens. The Tribal Wellness Educator works to assist in connecting and coordinating the community with private and public agencies to provide services through a referral network that is reputable, vetted and subject/service-appropriate. The Tribal Wellness Educator also engages in providing prevention/early intervention (PEI) services to the community.

<b><u>Essential Duties &amp; Responsibilities</u></b>	<b>Estimated % of Time</b>
1. Maintains positive and effective relationships with Tribal leaders, department heads, outside agencies, and the Tribal community at large.	20%
2. Provide Tribal Citizens services and support, (i.e. making calls, answering outreach calls to coordinate resources, triaging care, and being available via on-call rotation). Aside from an on-call rotation, occasionally there will be triage calls outside of regular business hours that oftentimes require immediate attention. Flexibility is important as this role directly serves and supports Tribal Citizens.	20%
3. Responsible for data collection, case notes and communicating regularly to his/her direct manager. Consistent with the San Manuel Band of Mission Indians (SMBMI's) values, mission, vision, offers general guidance, advocacy and well-documented referrals to effective services and programs that address the physical, mental and psychosocial needs of the community.	10%
4. Secures relevant community needs and programming. Implements innovative prevention programs, as a resource to the Tribal Community. Researches and secures a vast network of reputable and vetted service providers from the public and private sectors. Follows up to ensure that services provided are appropriate and timely.	10%

5.	Ensures consistent application of all legal and regulatory requirements and complies with relevant laws and regulations; including, confidentiality via HIPAA and FERPA compliance, Tribal Citizen intake, referrals, progress monitoring. Completes administrative tasks as it relates to regulatory requirements and providing high quality service standards.	10%
6.	Responsible for making home and/or institution visits in case management, as required.	10%
7.	Coordinates with the Tribal Health Care Insurance administrator and providers, as needed.	10%
8.	Performs other duties as assigned to support the efficient operation of the department, such as attending meetings, Tribal social events and events held in the greater community.	5%
9.	Other responsibilities, duties, tasks and assignments that contribute to the mitigation or response to the COVID-19 public health emergency.	5%
		<b>100%</b>

**EDUCATION/EXPERIENCE/QUALIFICATIONS**

- Master’s degree in Human Services, Social Services, Public Health, Behavioral Health or related field from an accredited university is required.
- Minimum of two (2) years related experience and/or training is required.
- Equivalent combination of education and progressive, relevant and direct experience may be considered in lieu of minimum educational/experience requirements indicated above.
- Highly developed communication skills and maturity.
- Must demonstrate sensitivity to Tribal history, lifestyle and culture to earn and retain the trust of the Tribal community.
- Demonstrate knowledge of the Code of Ethics of the National Association affiliated to their license/ credentials.
- Experience within the continuum of health and wellness (i.e. prevention early intervention- urgent care) in a community health setting:
  - Working from a wellness modality that is culturally informed.
  - Displays excellent customer service and is able to resolve matters quickly.
  - Possesses strong operational leadership experience.
  - Able to work collaboratively and build strong working relationships with key stakeholders.
  - Monitor and case manage patient care and patient experience as needed.
  - Arrange informational materials for patients and Tribal Community.
  - Ensure adherence to healthcare laws, rules and regulations (i.e. HIPPA).
  - Maintains strict confidentiality.
  - Develop and provide trainings for stakeholders.
  - Promote healthy living (i.e. create/ provide education to the community, Prepare workshops and trainings and create and organize activities to support health and wellness.
  - Follow up on patients throughout their care.
- Experience and comfortable working with a diverse population: (i.e. youth (ages 0-18), young adults, adults, and elders).

- Ability to provide referrals to community resources and follow-up on progress.
- Experience working with individuals with a range of social/ emotional needs required.
- This position requires an individual that is familiar with community mental health work and is able to create unique, fun, relevant and engaging opportunities for the community to learn about health, behavioral health and wellness.

### **CERTIFICATES/LICENSES/REGISTRATIONS**

- At the discretion of the San Manuel Tribal Gaming Commission, you may be required to obtain and maintain a gaming license.
- A qualified candidate/employee must have a valid driver's license with an acceptable driving record as determined by the company's insurance carrier.
- Must be able to pass an extensive pre-employment and post-employment background investigation.

### **PHYSICAL REQUIREMENTS/ WORKING CONDITIONS – ENVIRONMENT**

The physical demands and working environment described here are representative of those that an employee encounters and must be met by an employee to successfully perform the essential functions of this job.

- Primary work environment is in a climate-controlled office setting.
- Work requires travel to attend meetings, trade shows, and conferences.
- Incumbents may be required to work evening, weekend and holiday shifts.
- Must be able to work in a fast paced, high demand environment.
- Strength sufficient to exert up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects and/or move up to 40 pounds occasionally.
- Sedentary work; involves sitting most of the time. Constantly operates a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
- Physical activities that apply to the essential functions of the position are balancing, stooping, kneeling, crouching, reaching, pushing, pulling, lifting, grasping, talking, hearing, and repetitive motions.
- Hearing sufficient to hear conversational levels in person and over the telephone.
- Speech sufficient to make oneself heard and understood in person, in front of groups, in meetings, and over the telephone.
- Visual Acuity that best describes the requirements of the position: The worker is required to have close visual acuity to perform an activity such as preparing and analyzing data and figures; transcribing; viewing a computer terminal; expansive reading; visual inspection of employees, visitors or facility.
- Mobility sufficient to safely move in an office environment, walk, stoop, bend, kneel, and enter, exit and operate a motor vehicle in the course of travel to promotional events, meetings, conferences, trade shows and San Manuel properties.
- Endurance sufficient to sit, walk and stand for extended periods, and maintain efficiency throughout the entire work shift and during extended work hours.
- The employee may be exposed to fumes or airborne particles including secondhand smoke.

San Manuel Band of Mission Indians and San Manuel Casino will make reasonable accommodations in compliance with applicable law.