



Bois Forte Band of Chippewa

5344 Lakeshore Drive ▪ Nett Lake MN, 55772 ▪ 218-757-3261/1-800-221-8129

MATERNAL CHILD HEALTH COORDINATOR

Position Description

Opens: April 5, 2019
Closes: April 11, 2019

Department:	Health and Human Services	Reports to (title):	Lead Maternal Child Health Nurse
Job Code:	N-10	Job Location:	Bois Forte Reservation and Reservation Service Areas
Pay Range:	Min: \$15.64 Mid: \$19.545 Max: \$23.45	Supervises:	None
Hours/week:	40	Classification:	Non-Exempt
Type of Position:	Full-Time	Effective Date:	01/15/2019
		Revised Date:	01/15/2019

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of Bois Forte Band of Chippewa are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards of the tribal government (may also be referred to as "Band").
- Interact in an honest, trustworthy, and respectful manner with employees, community, visitors, and vendors.
- Comply with Bois Forte Band of Chippewa policies and procedures.
- Display respect and understanding of Bois Forte Band of Chippewa traditions and values.

POSITION PURPOSE

The Maternal Child Health Coordinator will provide home visiting using the Family Spirit Program which is a culturally tailored home-visiting intervention delivered by Native American Paraprofessionals as a core strategy to support young Native parents from pregnancy to 3 years Post-Partum. The Family Spirit Program consists of 63 lessons to be taught from pregnancy up to the child's 3rd birthday. Paraprofessional will participate in care coordination to ensure continuity of care for the client, data collection and organization, maintain client file, and submit monthly reports. This is a uniquely grant funded position allowing the Maternal Child Health Coordinator to provide transportation while delivering lessons or parts of lessons to clients.

ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

1. Specifically address families at the highest risk of the population by providing services, through the use of the Family Spirit curriculum.
2. Successfully complete out of state Family Spirit curriculum training, and continuing education as required by curriculum.
3. Transporting clients and their children while teaching a lesson from Family Spirit curriculum.
4. Case coordination for continuity of care between client and outside medical facilities.
5. Specifically target pregnant women whose age, medical condition, maternal history or chemical abuse substantially increases the likelihood of complications associated with pregnancy and childbirth or the birth of a child with an illness, disability, or special medical needs.
6. Support Women, Infants and Children (WIC) services for eligible women and children. Specifically address the prevention of child abuse and neglect, the reduction of juvenile delinquency, the promotion of positive parenting and resiliency in children, and the promotion of family health and economic sufficiency through:

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- a) Provision of home visiting services to families meeting high risk eligibility.
 - b) Implementation of evidence-based Family Spirit curriculum.
7. When providing home visiting services, assure that the family's record contains documentation that is accurate and current.
 8. Other duties as assigned.

MINIMUM MANDATORY QUALIFICATIONS

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| Experience: | <ul style="list-style-type: none">• None |
| Education: | <ul style="list-style-type: none">• High School Diploma or GED |
| License/Certification: | <ul style="list-style-type: none">• Must possess a valid Minnesota driver's license and be insurable on the RTC automobile policy.• Maintains CPR and First Aid certification. |
| Mandatory Knowledge, Skills, Abilities and Other Qualifications: | <ul style="list-style-type: none">• Willingness to accept philosophy and purpose of the organization.• Knowledge of confidentiality laws.• Personal qualities and ability to communicate with clients, their families, and the public.• Ability to assemble, maintain records and present data in report form.• Knowledge of agency procedures.• Ability to exercise independent judgement.• Excellent written and verbal communication skills.• Excellent customer service skills.• Ability to multi-task.• Able to effectively communicate with the public, visitors, and other delegates.• Ability to type 40 wpm with 80% accuracy.• Incumbent may be required to work day, evening, or holiday shifts.• Basic operation of a workstation (turning on/off, knowledge of basic functions and components) and general office equipment.• Knowledge of Microsoft Office Suite (Word, Excel, etc.), internet software and appropriate storage of electronic files.• Ability to perform other duties as assigned. A record of satisfactory performance in all prior or current employment as evidenced by positive employment references from previous and current employees• Work as a team.• Attend staff meeting and related planning sessions.• Maintains confidentiality and adhere to the Bois Forte and Program Code of Ethics• Performs other duties as required by the regulations, policies, and procedures of the program or as assigned by the supervisor. |

PREFERRED QUALIFICATIONS

- Five years work experience

WORK ENVIRONMENT

Work environment: The the work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the

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noise level in the work environment can vary from low to moderate. Limited overnight travel may be required from time to time.

Physical demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk, hear and perform repetitive motions. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with the community, visitors, employees, and vendors.

Mental demands: There are a number of deadlines associated with this position. The employee must be able to handle frequent interruptions and must also multi-task and interact with a wider variety of people on various and, at times, complicated issues.

TRIBAL AND INDIAN PREFERENCE

The Bois Forte Band of Chippewa has implemented a Tribal and Indian Preference in Employment Policy. Pursuant to this Policy, applicants who possess the knowledge, skills, and abilities required by this position, and who are enrolled members of the Bois Forte Band of Chippewa Tribe will be given primary preference in hiring and employment for this position. Members of other federally-recognized Indian tribes will be given secondary preference for hiring and employment after providing proof of tribal membership. Tribal and Indian preference is integrated into the interview and scoring process for candidates for job positions.

OTHER

Confidentiality: All employees must uphold all principles of confidentiality to the fullest extent. This position may have access to sensitive information and a breach of these principles will be grounds for immediate termination.

Background Investigation: This position is subject to a criminal history background check, and a Fair Credit and Reporting Act (FCRA) check. Candidates must successfully pass all required background checks in order to qualify for this position.

Drug Screening: All applicants must successfully pass a pre-employment drug screening prior to beginning employment and will be subject to random drug testing.

***Disclaimer:** The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.*

PRE-EMPLOYMENT DRUG TESTING APPLIES. INDIAN PREFERENCE WILL APPLY. UPON PRESENTATION OF DD-214 WHICH REFLECTS HONORABLE DISCHARGE, APPLICANTS WILL RECEIVE VETERAN'S PREFERENCE POINTS. Please visit our website at www.boisforte.com to download an application. Applications are accepted via: Fax, Email, U.S. Mail, and In Person. Submit applications to: Human Resources Director, Miranda Lilya, 5344 Lakeshore Drive, Nett Lake, MN 55772, Fax: 218-757-3312, mlilya@boisforte-nsn.gov. Applications received after the closing date will not be accepted.