



# SWINOMISH INDIAN TRIBAL COMMUNITY

Human Resources

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Is this a Testing Designated Position as described in the Drug and Alcohol-Free Workplace Policy?	YES
Do the duties and responsibilities of this position involve regular contact with, or control over, Indian children or elders ?	YES

Indian Preference in Hiring shall apply to Swinomish Indian Tribal Community job opportunities.

**JOB TITLE:** Public Health Coordinator

**DEPARTMENT:** Swinomish Health Programs

**POSITION SUMMARY:** Under the direction of the Public Health Officer, the Public Health Coordinator will assist with the strategic planning and **implementation** of sustainable public health programs and **initiatives** at Swinomish. The Coordinator will serve as the point of contact for all Public Health program and project communications. The Public Health Coordinator will oversee and drive the collaborative efforts in developing and maintaining appropriate partnerships, conduct research on relevant topics, coordinate public health programs, and build community engagement and education.

**Supervised by:** Public Health Officer

**ESSENTIAL DUTIES AND RESPONSIBILITIES** This list is intended only to illustrate the various types of work that may be performed. The omission of specific statements does not exclude them from the position if the work is similar, related or logical assignment to the position. The Public Health Coordinator will be responsible:

- Collaborate with the SITC Health Services Director and SITC Leadership with the Public Health Officer to execute the strategic vision of the Public Health Program at Swinomish.
- Work with the Swinomish Public Health Officer on the development and implementation of new and improved community-based programs, initiatives, and policies.
- Identify and establish collaborative relationships with tribal programs, healthcare providers, SITC leadership, and community stakeholders to promote public health initiatives.
- Represent the program in internal meetings, conferences, and interagency collaborations fostering productive working relationships.

- Plan, implement, and evaluate public health programs related to disease prevention, health promotion, emergency preparedness, environmental health, and community health improvement.
- Prepare and maintain reports, presentations, and documentation related to program activities, achievements, and outcomes, ensuring accurate and timely submission.
- Ability to identify problems and utilize evidence-based practices to develop and implement solutions.
- Demonstrated ability to protect confidential health information.
- Ability to interact effectively with people of all social, cultural, and educational backgrounds.
- Ability to use a variety of software and interactive platforms to present and gather information and engage audiences.
- Facilitate a variety of meeting types, including community-based gatherings.
- Collect, analyze, and interpret data related to public health outcomes and program effectiveness.
- Identify, collect, and organize data for various assessments and reports, including:
  - Primary and secondary data collection and compilation,
  - Quantitative and qualitative data analysis,
  - Clear and concise data presentation, including report generation,
  - Consider creative data display for communicating with a variety of audiences.
- Coordinate and implement program activities utilizing strong program coordinating skills
- Develop and implement strategies to engage the community in public health initiatives through workshops, presentations, and outreach activities.
- **Work with the Swinomish Health Policy Director to keep abreast of local, state, and national public health policies.**
- Implement evaluation frameworks to assess program outcomes, impact, identifying areas for improvement and making recommendations based on evaluation results.
- Keep abreast on current trends, research, and best practices in public health by attending conferences, workshops, and training sessions to enhance knowledge and skills in program coordination, partnership development, and public health practice.
- Schedule, and organize, facilitate, and document meetings.
- Assist Public Health Officer with coordination and preparation of all required project reports.
- Draft letters, tables, charts, graphs, maps, data tables, presentations, and other visual aids
- Support Public Health administrative functions.

**DESIRED KNOWLEDGE, SKILLS, and ABILITIES:**

- Bachelor's degree or Master's in Public Health, Epidemiology, Health Administration, Health Science, or related field.
- Two years of experience in program coordination or a similar role.
- Ability to work independently and as part of a team, with strong organizational and time management skills in a fast paced work environment.
- Proficiency in Microsoft, Excel, Outlook, and Word.

- Strong writing and interpersonal skills with the ability to communicate effectively with a diverse workforce and community.
- Strong organizational skills.
- Familiarity (personal or professional) with and interest in health and social issues facing American Indian, Alaska Native, and or Indigenous peoples.
- Hold indigenous values and practices with respect and integrity.

## **WORK ENVIRONMENT AND TIME COMMITMENT**

1. Work schedule is 40 hours per week. This is a full-time position.
2. Tasks are performed mostly indoors in an office environment.
3. Considerable time may be spent at a computer workstation in the performance of administrative tasks.
4. Work may be performed under highly stressful conditions, and may involve extended periods of sitting, standing or walking.

## **EMPLOYMENT CONDITIONS**

The Personnel Policies and Procedures of the Swinomish Indian Tribal Community apply to all employees. All offers of employment are contingent on the successful completion of a drug and alcohol screening. If the position involves regular contact with or control over children or elders, then a successful applicant must also meet minimum standards of character based on an extended criminal background check.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_