



American Indian Family Center

Job Posting

Where American Indian Families Thrive!

Family Spirit Health Educator

Application Deadline: December 16, 2022

Full-Time, Monday through Friday 8:30am – 5:00pm.

Note: Some Evening and Weekend Hours Required.

Annual Salary: **\$50,000-\$60,000** (DOQ) + Excellent benefits including employer paid health, dental and life insurance coverage for the employee, 403B retirement employer contribution fund, paid holidays, and generous PTO accrual.

Position Title: Family Spirit Health Educator

Reports To: Family Spirit Home Visiting Manager

Position Description: The Family Spirit Health Educator provides direct services to program participants and their families in fulfilling the goals and outcomes of the Family Spirit Home Visiting model.

Specific Job Tasks:

- Serve as a Family Health Educator for the AIFC's Family Spirit program.
- Recruit young mothers to participate in the Family Spirit Program.
- Visit young mothers in their homes and teach a comprehensive parenting curriculum.
- Provide social support and connect young mothers to other community resources.
- Maintain data forms and tracking logs to document activities.
- Represent the Family Spirit Program and the organization's other programs during community meetings and in-service presentations for community partners and local service providers.
- Travel to other sites for training, meetings and other duties as needed.
- Assist with other organizational activities as warranted.
- Represent the Family Spirit Program and the organization's other programs during community meetings and in-service presentations for community partners and local service providers.
- Manage process data to track daily progress of visits completed, data collected, referrals made, etc.
- Complete reports as required by funding agencies, the model developer, etc.
- Conduct community outreach, engagement, and recruitment for program activities.
- Establish relationships with community partners, key stakeholders, and community members.
- Attend department and program team meetings on a regular basis.
- Other duties as assigned.

This description is a general overview of required major duties and responsibilities performed on a regular and continuous basis. It does not exclude other duties as assigned.

Required Knowledge, Skills, and Abilities:

- Knowledge of American Indian culture and heritage.
- Demonstrated ability to develop relationships with community organizations and perform as a team member.
- Strong organizational, oral, and written communication.
- Must understand and maintain confidentiality.
- Demonstrated strong interpersonal skills with a large range of populations.
- Exhibit superior attention to detail, with strong organizing and planning skills.
- Display ability to interact effectively as a member of a team and work collaboratively with others.
- Plan, coordinate, monitor and motivate the activities of others.

Education and Experience:

- Bachelor's degree in a health or social services field required. Master's degree preferred. Experience may substitute for education.
- Cultural knowledge of and desire to serve the American Indian community required.
- Experience with Microsoft Office Suite, Outlook products, and knowledge of RedCap and/or Procentive preferred.
- Must possess a valid MN Driver's License, Proof of Insurance, and reliable transportation.
- Must submit to a Criminal Background check.

Physical Demands and Work Environment:

- Very light lifting (less than 15 pounds) may be required occasionally.
- The AIFC is a low noise facility (under 30 dB) and has private offices and conference rooms.
- The Family Spirit Health Educator must have the ability to participate in program activities that may require physical exertion such as standing and walking for extended periods of time.

Interested applicants can submit resumes and letters of interest by end of day **Friday, December 16, 2022**, to Laura Dorn, AIFC Policy & Research Director, at careers@aifcmn.org, addressed to Laura Dorn. Selected applicants will be contacted to arrange an interview.

The AIFC thanks you in advance for your interest!