



Tucson Indian Center

Human Resources Department

160 N. Stone Avenue, Tucson, Arizona 85701

PH: 520-884-7131

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Job Description

Job Title: Community Cultural Specialist and Educator

Salary: Grade 24 – Non-exempt DOE

Status: Probationary/Permanent, Full-Time

Hrs/WK: Forty (40)

Department: Wellness

Job Location: Tucson, Arizona

Nature of Work:

Incumbent is responsible for the successful implementation of cultural knowledge, traditions, and customs, into existing and future Wellness Department programs. Incumbent teaches, guides, builds upon, and strengthens cultural and traditional practices related to wellness services and activities while increasing community, social and cultural sharing.

Essential Functions:

1. **Calendar of Events:** Work with the TIC team to identify how existing activities may be improved or enhanced by adding cultural elements. Identify activities that lack cultural wellness practices. Identify new cultural activities for the following years and maintain a good understanding relationship with the community.
2. **Cultural Consultants:** Develop a working relationship and maintain a list of Cultural Consultants contacts. Maintain an ongoing communication and coordination with consultants to promote cultural activities and events.
3. **Partner Organizations:** Develop a working relationship and maintain a list of Partner Organizations and contact information. Maintain an ongoing communication and coordination with representatives to promote cultural activities and events.
4. **Outreach:** Lead community outreach including promotion of activities and events while building a good relationship with clients and partners.
5. **Reporting:** Prepare required reports to funding agency i.e. CDC, I.H.S. Enter Data into the Resource and Patient Management System (RPMS) and Maintain accurate communication with the Wellness Director regarding internal monthly reports and RPMS entries.
6. **Evaluation:** Work with project evaluator to conduct CDC required evaluation activities including program documentation and facilitate local evaluation of activities. Measure long-term and short-term outcomes of activities.
7. **Tribal Practices for Wellness Team:** Maintain a positive attitude and a positive working relationship with the TIC team. Communicate effectively in timely and positive manner.
8. **Other tasks:** Performs other tasks as assigned.

Required Knowledge, Skill and Ability:

- Knowledge of and ability to engage urban Indian families and community to participate in activities and events
- Ability to develop strong partnerships with local entities, such as local Tribes, Indian Health Services, and other health service agencies
- Ability to embrace the mission, vision and four core values of the Tucson Indian Center
- Familiarity with American Indian cultures and traditions, with sensitivity to these
- Knowledge of delivery of community-based health and social programs
- Knowledge of American Indian health issues, inclusive of urban Indian issues, Tribal health issues and the function of Indian Health Service
- Ability to regularly work weekends and evenings as events are scheduled
- Knowledge and/or ability to use a variety of Microsoft Office programs to publish newsletter, social networking site, program flyers, etc.
- Demonstrate excellent communication skills and customer service skills
- Demonstrate the ability to be creative and self-motivated
- Ability to communicate effectively, both orally and in writing
- Ability to be flexible and handle multiple tasks
- Ability to function in a proactive manner and with limited supervision
- Ability to maintain positive professional relationships with staff and clients

Required Experience and Training:

1. Bachelor's Degree in health or professional fields, such as Native American studies, public health, social work, or cultural education or studies;
OR
2. Associates Degree in the human services or business fields, or certificate of health professional training such as a Nurse's Aide, Patient Care Technician or Community Health Representative, and a minimum of 3 years of experience in the health or business fields;
OR
3. A minimum combination of six (6) years of work experience in the health or cultural studies.

Additional Requirements:

- Must possess valid Arizona Driver's License
- Must pass Driver Insurance Carrier's requirements
- Must pass Arizona DPS Finger Print Clearance (Class I & II)
- Must pass and submit to periodic/random drug testing

Working Conditions:

- Ability to sit for long periods of time in an office environment with low to moderate noise.
- Ability to sit in front of a computer for 6-8 hours a day.
- Ability to travel to various locations, including out of state

Supervisory Status:

Non-Supervisory

Reports to Wellness Director

Reviewed and Approved By:

Department Director

Date

Human Resources Representative

Date

Executive Director

Date

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473). The Tucson Indian Center is committed to achieving the full and equal opportunity without discrimination because of Race, Religion, Color, Sex, National Origin, Politics, Marital Status, Physical Handicap, Age or Sexual Orientation. In other than the above, the Tucson Indian Center is an Equal Opportunity Employer.