



## **Tucson Indian Center**

Human Resources Department

160 N. Stone\* Tucson, Arizona \* 85701

PH: (520) 884-7131 FAX: (520) 884-0240

### **Job Description**

**Job Title:** Youth & Community Health 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 promoting healthy lifestyles for the urban Indian youth and community by providing activities and events that address health promotion topics such as commercial tobacco cessation, substance abuse prevention, and positive mental health. The incumbent is responsible for coordinating the TIC Youth Coalition, youth after-school and summer camps and schools, and other large community events. Providing health education to youth and leading them in tobacco cessation policy campaigns. The incumbent will also provide referrals, build community connections to the tobacco cessation efforts and substance abuse prevention, and complete tobacco cessation classes with adult community members.

#### **Essential Functions:**

1. **Youth activities and events:** Plans, implements and evaluates health education activities and events for the TIC Native Youth Coalition, youth afterschool, summer camps and schools, Children's Social Powwow, and other youth events and activities, including the cessation of commercial tobacco use, substance abuse prevention, policy making, leadership roles and positive mental health.
2. **Youth tobacco cessation:** Implements youth-focused tobacco cessation activities as part of the Pima County Tobacco Cessation sub-contract, such as the World No Tobacco Day event, Great American Smokeout event, Kick Butts Day event and Through With Chew event.
3. **Youth substance abuse prevention:** Implements youth substance abuse prevention activities as funded by the Indian Health Services Stevens Bill grant, including the Children's Social Powwow, and as funded by the Indian Health Services 4-in-1 grant, including youth substance abuse and mental health education. Develop workshops and health education plans for 10-20 youths.
4. **Youth mental health:** Implements, as funded, suicide prevention activities, and mental health activities for the Indian Health Services 4-in-1 grant.

5. **Tobacco policy campaign:** Responsible for the TIC Youth Coalition's implementation of a statewide tobacco cessation policy campaign initiative and related local and statewide activities.
6. **Arrange and complete** outdoor youth activities/events and large and small community cultural activities/events.
7. **Role model:** Serves as a role model for Native youth.
8. **ASHLine referrals:** In partnership with urban Indian youth, refer clients and community organizations to Arizona Smokers Help Line.
9. **Social networking:** Create and provide content for the TIC social networking sites such as TIC Facebook pages.
10. **Food handling:** Maintains a current food-handler's permit.
11. **Monthly reports:** Prepares monthly reports on time to the Wellness Director.
12. **Teamwork:** Participates as a collaborative team member with Center staff.
13. **Professional development:** Participates in a professional development plan, to include mentoring, in-service training and continuing education, as appropriate.
14. **Assist** in maintaining the community room and with community room coverage
15. **CDSMP Certified-Chronic Disease Self-Management Program (CDSMP):** Host CDSMP workshops for adults (provide Freedom from Smoking classes).
16. **Communicate and complete:** required paperwork to PCHD CDSMP Coordinator as well as written quarterly and annual reports.
17. **Other tasks:** Performs other tasks as assigned.

**Required Knowledge, Skill and Ability:**

- Knowledge of and ability to engage urban Indian youth and community to participate in activities and events
- Ability to develop strong partnerships with local entities, such as schools, Pima County, local Tribes, Indian Health Services, and other health service agencies
- Ability to embrace the mission, vision and core values of the Tucson Indian Center
- Ability to regularly work evenings and some weekends with the Native Youth Coalition and occasional overnight trips with youth.
- 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
- Familiarity with American Indian cultures and traditions, with sensitivity to these
- Knowledge and/or ability to use a variety of Microsoft Office programs to publish newsletter, social networking site, program fliers, 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 business fields, such as public health, social work, education, or business;  
OR
2. Associates Degree in the human services or business fields, or certificate of health professional training such as a Nurse's Aid, 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 business fields.

**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, and to supervise youth in overnight activities while on travel.

**Supervisory Status:**

Non-Supervisory  
Reports to Wellness Director

**Reviewed and Approved By:**

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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.

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