



# Tucson Indian Center

160 North Stone Avenue • Tucson, Arizona 85701  
Mailing Address: P.O. Box 2307 • Tucson, Arizona 85702  
Telephone: (520) 884-7131 • Fax: (520) 884-0240  
[www.ticenter.org](http://www.ticenter.org)

**Job Title:** Community Cultural Specialist and Educator

**Salary:** \$17.69 - \$23.94 per hour – Non-Exempt, DOE

**Status:** 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 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.



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## **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 newsletters, 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, human services, or professional fields, such as Native American studies, public health, social work, cultural education, or business:  
OR
2. Associates Degree in the health, 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 three (3) years of experience in the health, cultural education, human services, or business fields;  
OR
3. High School Diploma or equivalent with six (6) years of work experience in health, cultural education, human services, or business fields.



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## **Additional Requirements:**

- Must possess and maintain a valid Arizona Driver's License
- Must pass Driver Insurance Carrier's requirements
- Must obtain a HIPAA certification within 2 weeks of hire.
- Must obtain certifications in Cardio Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED) and First Aid within 3 months of hire.
- Must pass Arizona DPS Fingerprint Clearance (Class I & II)
- Must pass and submit to periodic/random drug testing

## **Working Conditions:**

- Exposure to communicable disease & bloodborne pathogens, unpredictable environmental conditions, physical requirements.
- Exposure to communicable diseases such as COVID-19 or bloodborne pathogens is a risk of this position.
- Unpredictable environmental conditions range from working in a climate-controlled office/clinic setting to working in a patient's home, outside, in extreme temperatures, or in spaces with poor ventilation.
- While performing the duties of this job, the employee is regularly required to stand, walk, and drive in the Tucson Urban area.
- The employee is occasionally required to sit; balance; stoop, kneel, or crouch.
- The employee must occasionally lift and/or move up to 30 pounds.

## **Supervisory Status:**

Non-supervisory  
Reports to Wellness Grants & Services Manager

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.

*Additional consideration is also given to honorably discharged veterans and protected veterans.*

- *Veterans who earned an Armed Forces Service Medal "pursuant to Executive Order 12985."*
- *Those who served on active duty in the US Military during an expedition, campaign, or war on the ground, naval, or air service.*
- *Recently separated veterans (3 years following separation from service)*  
*\*All discharges besides dishonorable may receive protected veteran status.*