

POSITION DESCRIPTION

POSITION: LTE Data Collector
LOCATION: S/M Community
SALARY: \$20.00
Reports to: Community Health Outreach Director

POSTING DATE: 5-10-19
CLOSING DATE: 5-17-19
PAYGRADE:

This position is contingent on grant funding.
Currently approved thru 8/30/2019.

GENERAL RESPONSIBILITIES: Under the direction of the Community Health Outreach Director the Data Collector will develop appropriate data collection tools in conjunction with the Community Health Nursing staff. The Data Collector will work with the general public administrating the data collection tools throughout the community, inputting and compiling the data. All data collection needs to be completed by August 15, 2019 and all data needs to be compiled and reported out no later than August 26, 2019.

DUTIES:

1. Act as campaign manager for assessment of Hepatitis C and illicit substance use awareness.
2. Organize and promote educational events for both staff and community on Hepatitis C and substance abuse disorders.
3. Develop survey tool for Hepatitis C
4. Develop survey tool for lifetime substance abuse form.
5. Disseminate survey tools to community members thorough out the community. Areas of focus are the Stockbridge Munsee Health and Wellness Center (SMHWC), community events, Mohican Family Center (MFC), Elderly Services, worksites and any other areas of congregation.
6. Must complete Hepatitis C online training thru UW Madison as well as review CDC guidelines and recommendations regarding Hepatitis C.
7. Provide brief education and guidance. Give appropriate referral information.
8. Input, compilation and reporting on survey responses.
9. Dispensing, tracking, and reporting incentive gift cards.
10. Maintain strict HIPPA compliance.
11. Must have the ability to build positive work relationships with internal co-workers and external providers and customers while maintaining a pleasant demeanor.
12. Must maintain an acceptable departmental attendance record.
13. Must be reliable and prompt when reporting to work.
14. Required to attend job related, in-service, meetings, and training to maintain professional and technical knowledge.
15. Must adhere to tribal law and other applicable laws as well as tribal personnel policies and procedures.
16. May be required to satisfactorily complete an exam or other testing requirement(s) to determine skill proficiency.

17. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

QUALIFICATIONS:

1. Must be 18 or older.
2. Should have great organizational, written communication, verbal communication along with good interpersonal and logistical skills.
3. Must be knowledgeable of computer applications and proficient in Excel.
4. Must be a self-starter and able to work independently.
5. Must be eligible to obtain and maintain an Elder / Youth license.
6. Preferred Bachelor's degree or higher in health promotion, health education, nursing or other health related field. Knowledge of specific disease processes, with ability to communicate risk factors and health impacts.
7. Experience conducting research / data collection.
8. Hours worked are flexible, but not to exceed 24 hours a week.
9. Must submit to a Criminal Investigation Background Check.
10. Must be willing to attend all applicable training.
11. Must pass pre-employment drug and health screening. Must adhere to the Tribe's Drug and Alcohol-Free Workplace Policy during the course of employment.
12. Must be eligible for coverage under the employer's liability insurance.
13. Must have demonstrated ability to maintain satisfactory working record in any prior or current employment.
14. Must be able to meet physical requirements of position.
15. Must have a valid driver's license, reliable transportation, and insurance are required. Must obtain a Wisconsin driver's license within 30 days of employment if applicant has an out-of-state driver's license. Must meet and maintain the eligibility to operate a personal or tribal vehicle under the driver acceptability guidelines as established by Mohican Nation Insurance.
16. Must abide by departmental and organizational safety, testing, and uniform guidelines.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

1. This position requires a lot of sitting with occasionally stoop, kneel, crouch, and lift and/or move up to twenty-five (25) pounds.
2. Evening and/or weekend is required. Extended hours and irregular shifts may be required.
3. Work environment requires excellent personal hygiene due to working in close proximity to others and in an enclosed area.
4. A Tuberculosis (TB) Screening and/or TB Skin Test may be required.

SUBMIT APPLICATION TO:

Human Resource Department
P.O Box 70
N8705 Moh He Con Nuck Rd
Bowler, WI 54416

WE ARE A DRUG FREE EMPLOYER.
CANDIDATES MUST PASS DRUG SCREEN
AND REMAIN DRUG FREE.

The Stockbridge-Munsee Community operates as an equal opportunity employer except Indian Preference is given in accordance with the Tribal Employment.

Although an interview may be granted, this does not determine that the candidate fully meets the qualifications until it is determined by the interview team.

New Position:

Tribal Council Approved:5-7-19

Revised Position:

Tribal Council Approved:

Apply online at:

www.mohican-nsn.gov