



**HUALAPAI NATION  
JOB ANNOUNCEMENT  
OPEN COMPETITIVE**

**JOB TITLE:** Preventative Health & Wellness Educator  
**DEPARTMENT:** Health Education & Wellness Department  
**CLASS:** Full-Time (40 hours), Covered/Non-Exempt  
**SALARY:** \$13.00-\$15.00 per Hr.(Depending on Experience)  
**OPENING:** November 6, 2015  
**CLOSING:** November 18, 2015

**POSITION SUMMARY:**

The Preventative Health & Wellness Educator will report to the Prevention Coordinator. The general duties are to assist with the planning and implementation of prevention grants by coordinating prevention projects, assists with the compilation of surveys, assists with clerical duties of the health coalition and strategic prevention coalition, and assists with writing reports as necessary to fulfill the requirements of the grant.

**ESSENTIAL FUNCTIONS:**

- Assists with identifying and establishing the Prevention Project's.
- Becomes oriented to presently established Prevention projects provided by the Hualapai Tribe, the Indian health Service and or other sponsored health related programs.
- Assists with reviewing past reports, surveys, strategic plans and initiatives being presently done on the Hualapai Reservation in order to establish baseline information
- Assists with scheduling planning meetings with the identified group until the Prevention plan is complete to present to the Hualapai Tribal Council for approval.
- Meet with ITCA as appropriate
- Attend meetings and workshops as scheduled for the implementation of the Prevention Projects planning grants.
- Assists with health surveys and becomes trained in interpreting the results of surveys
- Answers telephone and relays messages to the Prevention Coordinator and affiliates as required.
- Informs Prevention Coordinator of upcoming deadlines, meeting dates, etc.
- Types correspondences, minutes, memos, requisitions for supplies and proofreads work for accuracy.
- Establishes and maintains filing system program forms that facilitates prompt retrieval when necessary
- Schedules appointments, meeting dates, consultant report meetings, etc. as necessary in the absence of the Prevention Coordinator and staff.
- Copies incoming documents, distributes to Program affiliates and files documents, maintaining the filing system.
- Creates a calendar of upcoming workshop events for the community to be informed.
- Other duties as assigned.

**MINIMUM QUALIFICATION REQUIREMENTS:**

- Must possess a High School Diploma or GED.
- Must possess a current Driver's License and be eligible for the tribe's insurance.
- Must be able to accurately type 40 words per minute.
- Must have knowledge and skills in office procedures and use of office machines.
- Must be computer literate of operate programs such as, Microsoft word, Spreadsheets, etc.

- Must be able to effectively work well with others and manage clerical needs to create an efficient and organized atmosphere.
- Must be community oriented.
- Must be willing to train in the areas of Prevention education and gathering of information and analyses of that information.
- Submit to and pass required Local, State and Federal background checks.
- Must submit to and pass a pre-employment alcohol and drug testing screening.

**HOW TO APPLY:**

Submit a **completed** Employment Application to: Human Resources Department, PO Box 179, Peach Springs, AZ 86434, fax (928) 769-1191, or call (928) 769-2215/2216 for information. **To be considered for employment, the Human Resources Department must receive a completed application by 5:00 PM on the closing date.** A resume **will not** be accepted in lieu of a completed employment application. **All applications and supporting documentation submitted becomes the property of the Human Resources Department, please keep copies for your own reference.**

**PREFERENCE:**

All applicants are considered without regard to age, sex, race, national origin, religion, marital status, or physical disability. However, preference may be extended to persons of Indian descent in accordance with Public Law 88-355, Section 703 (702-71) and public Law 93-638, Section 7B.

**THE HUALAPAI TRIBE IS AN EQUAL OPPORTUNITY EMPLOYER/PROGRAM**  
**Auxiliary aids and services available upon request to individuals with disabilities**