



LITTLE SHELL TRIBE – CHRONIC DISEASE PREVENTION SPECIALIST JOB DESCRIPTION

Position Title:

Chronic Disease Prevention Specialist

Job Summary:

The primary role of our Chronic Disease Prevention Specialist is to identify health problems within our Tribe, determine and investigate health problems and health hazards, and lead programs designed to reinforce healthy behavior. At the core of this position is an ability to collaborate, coordinate, plan and expedite the challenging work of promoting, maintaining, and improving community health.

Accomplishing this goal requires an acute ability for collaborating with, building, supporting and a diverse group of engaged community members for a campaign to generate broad public and elected official support for healthy local initiatives.

This position must have at minimum, a Bachelor's Degree or Associate's Degree, plus two (2) years of relevant experience.

Primary Job Functions:

The following statements are illustrative of the essential functions of the job and do not include other nonessential or peripheral duties that may be required.

The Chronic Disease Prevention Specialist will lead and coordinate chronic disease prevention program components that include implementation of community education, earned and paid media, youth advocacy, collaboration with community partners, Montana Tobacco Quit Line promotion and coalition building.

Functions:

- Assist in the development and implementation of program goals, objectives, and activities.
- Regular oral and written communication about tobacco prevention goals, facts, policy advocacy and coalition activities.
- Evaluate the effectiveness of chronic disease prevention programs, health promotion campaign strategies and education programs; develop and administer evaluation tools.
- Assist in the preparation of grant proposals and grant budget development including the research and preparation of background information and statistics.
- Participate in various committees and boards related to program activities and responsibilities; represent the agency and provide accurate information regarding chronic disease prevention information and resources, as well as, serve as a community partner.
- Build, support and sustain community volunteers and leaders for local chronic disease prevention policy initiatives, leadership, and messaging for expanded outreach capacity.
- Coordinate chronic disease prevention education program activities with those of other departments and outside agencies and organizations.
- Advocate for and develop community, institutional and private business policies that support chronic disease prevention.



- Promote public awareness and education of chronic disease prevention through mainstream communications outlets utilizing news releases, letters to the editor, TV, radio, newspaper, billboard advertisements, public service announcements, paycheck stuffers and organization newsletters.
- Work as a team with other Little Shell employees to promote and improve overall health and wellness.
- Collaborate with other community health agencies and organizations on promotional campaigns and partner in health education programs and services.
- Advocate for chronic disease prevention policy and programs by conducting public education presentations to a variety of groups and organizations.
- Maintain program data and prepare reports in accordance with grant and/or program reporting requirements.
- Assist the County Health Department or appropriate authorities in educating about and enforcing current clean indoor air and tobacco free and other chronic disease policies.
- Serve as spokesperson and coordinate the development of coalition spokesperson(s) to community organizations, newspapers, other media, and elected officials.

*Please send your resume and letter of interest to:

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