



American Indian Health and Family Services Of Southeastern Michigan, Inc.

Minobinmaadziwin "A Good Life"

Job Description

Job Title: Program Assistant

Department: Community Wellness

Program/s: I-LEAD

Reports To: Program Coordinator (I-LEAD)

Employment Category: Full Time, Regular

FLSA Status: Exempt or Non-Exempt

Position Summary: The I-LEAD Program Assistant works directly with the project team to assist with program activities such as outreach, events, workshops, trainings, data entry, partnership building and awareness activities. The position provides assistance for the ANA I-LEAD project, which primarily serves Native Americans ages 14-24 in Southeastern Michigan. The program promotes economic and social self-sufficiency by strengthening leadership opportunities. AIHFS I-LEAD project is a comprehensive approach to workforce preparation that includes Intergenerational Engagement, Strengths-based training, and Culturally Based opportunities to learn. The project builds on current programs by adding internships, job-shadowing, career exploration, career training and higher education opportunities.

Essential Duties and Responsibilities:

- Works with the team and individually as needed to assist with meeting grant objectives. This includes assistance with planning, preparation, implementation and evaluation for program related workshops, trainings, outreach activities, programs and events.
- Assist with internship development, job shadowing/career exploration opportunities, career training and higher education opportunities.
- Serve as a positive role model to co-workers and youth, promoting healthy behaviors and responsible life choices.
- Collaborates with team to build a support system that integrates Traditional Healing and culture.
- Educates the target community on various outreach programs and agency programs for health and well-being. Distributes educational materials in the community and informs clients of upcoming events or programs.
- Educates the target community on various medical, behavioral health and community wellness programs and the importance of utilizing programs for health and well-being.
- Collects, enters, compiles and submits data. Ensures all activities and client contacts are documented. Prepares and writes progress reports as needed.
- Assists with filing data appropriately. Maintains confidential records.
- Provides administrative support to the project team.
- Participates actively as member of inter-departmental team to coordinate services.
- Participate in planning, preparation and staffing on and off-site community events such as health fairs, education and wellness conferences, cultural events and pow-wows.
- Other duties as assigned.

Education/Experience: Minimum of Associates Degree or equivalent coursework (60 college credit hours) is required. A concentration in youth development, career development, leadership

development, social work or related field is preferred. One year of experience working with youth ages 14-24 is required. Must have working knowledge of Microsoft Office package. Must be able to demonstrate requirements during the interview process.

Additional Qualifications:

- Must be self-directed.
- Must be able to maintain confidentiality, handle crisis and tolerate stress professionally.
- Valid MI Chauffeur’s license; other credential or licenses must be kept current and consistent with applicable regulations.
- Ability to maintain a flexible work schedule, including evenings, weekends and overnight or extended travel as necessary.
- Ability to promote an alcohol, tobacco and drug-free lifestyle.
- Ability to apply proficient understanding to carry out instructions in written, oral or diagram form.
- Ability to read and comprehend simple instructions, short correspondence and memos.

Other Requirements: Familiarity and/or experience working with the Native American community; respect for and knowledge of traditional, cultural and spiritual practices of a diverse Native American community, as well as an ability to work with other racially, culturally and ethnically diverse populations.

Work Environment/Physical Demands: The characteristics and demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; sit and use hands to finger, handle, or feel. The employee is often required to stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 20 pounds. The employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

NATIVE AMERICAN/AMERICAN INDIAN PREFERENCE IN HIRING WILL BE APPLIED AS DEFINED IN THE INDIAN PREFERENCE ACT (TITLE 25, U.S. CODE SECTIONS 472 AND 473).

Acknowledgement of Receipt

I acknowledge that this job description is neither a contract of employment nor a legal document. I have received the job description, and I understand that it is my responsibility to read and comply with the duties contained in this description and any revisions made to it.

EMPLOYEE'S NAME (printed): _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

ENTERED INTO PERSONNEL FILE BY: _____ DATE: _____

Revised: 7-1-19