



Eastern Band of Cherokee Indians

Job Description

Position ID Number:	225-1800-012	Last Revised:	3/21/16
Position Title:	Program Assistant	Department:	Cherokee Choices
Reports to:	Program Director	Division:	Public Health & Human Service

Primary Function: Provides mentoring relationship with students of the Cherokee Central Schools on a daily basis. Specializes in the education, assistance, and lesson planning of nutrition and fitness activities for children. Provides support, encourages personal growth, and acts as a positive role model on a regularly scheduled basis, including in school, after school and summer camp work for positive nutrition/fitness activities. Helps students navigate through the everyday challenges of school, society and the community.

Job Duties and Responsibilities: Actively participates in school and community programs that promote health and wellness.

Enters the Cherokee Central School system daily in the mentoring role, includes after school program, running program, walk-n-talk and summer camp work.

Spends time with students ranging from kindergarten through sixth grade.

Helps with the planning and organizing of multiple community runs including but not limited to 5k's, 1 mile, and even Marathons.

Actively participates in classroom activities by assisting students, teachers, and other school staff. Must follow all Cherokee Central school policies and procedures as appropriate.

Encourages, teaches, and promotes children's involvement in outdoor recreation, physical fitness and positive nutrition habits.

Needs to be able to assist student in school work up to 6th grade level.

Mentors must be willing to shift and/or change responsibilities as needed.

Mentor needs to operate under a flexible schedule working some weekends and evenings.

Creates and implements lesson plans that meet criteria set by NC State Department of Public Instruction.

Spends time at school lunch periods and recess in a mentoring role.

Participates in the School Health Advisory Council (SHAC).

Education /Experience:	A bachelor's degree is required. Degree in Human Services, Public Health and/or Nutrition is preferred. Experience working with young people is required. Experience working with Native American communities is desirable. Proficiency is expected within 3 to 6 months.
Job Knowledge:	<p>Requires a working knowledge of the ADA recommendations for nutrition and fitness.</p> <p>Must possess organizational and coordinating skills that require planning, coordinating and administration of activities and events aimed at the reducing the incidence of Type 2 diabetes and promoting well-being.</p> <p>Must be able to actively participate in school and community programs that promote health and well-being.</p> <p>Must be able to act as a leader or group facilitator for at least 30 people, including children.</p> <p>Requires clerical and computer skills, including familiarity with Microsoft Office.</p> <p>Must have the ability to establish and maintain working relationships with students, school staff community participants, and coworkers and outside contacts.</p> <p>Must possess a valid North Carolina driver's license.</p> <p>Must have or be able to obtain first aid and CPR certification.</p> <p>Must submit to and pass a Federal background check per regulations for working with children.</p> <p>Must possess enthusiasm in everyday activities with children.</p> <p>Must have strong organizational follow-up skills.</p> <p>Must be a team player.</p>
Complexity of Duties:	Multi-tasking is required. Must communicate and respond appropriately to various situations. Judgment and initiative are required to maintain accuracy, efficiency, and to meet deadlines. Must be able to act as a leader/ facilitator for group activities.
Contact with Others:	Interacts frequently with school personnel, students, coworkers, and other tribal personnel. Has outside contacts with program participants, partners, community members, and agency representatives in the exchange of information and discussions. Nature of contacts requires the use of tact, courtesy, and business etiquette to assure the maintenance of a positive working relationship.
Confidential Data:	Damage to the program reputation and participant relationships could result if information is disclosed improperly. Must become familiar with and adhere to all applicable confidentiality laws and tribal confidentiality policies and procedures. Will ensure that all persons gathering data for the program are aware and abide by such regulations. Sensitive topics will be discussed such as children's mental health, attitudes and body image.

Mental /Visual /Physical Effort:

Close concentration and attention to detail are required during planning/organizing, data entry, and reporting procedures. Subject to frequent interruptions requiring varied responses. While performing duties of the job, must be able to sit, walk, reach, bend arms, and have manual dexterity. Regular participation in moderate physical activity is required. Visual acuity and the ability to speak and hear are required.

Environment:

Works in a school and classroom environment with visits to the community, schools, and to other offices. Conducts activities and programs in the outdoors with a great deal of physical movement required. Has some exposure to disagreeable working conditions.

Supervision Received:

Position is supervised by the Program Director. Refers unusual situations to supervisor for clarification.

Resourcefulness and Initiative:

Must be willing to be flexible in working with multiple projects. And be a resource for the team on multiple initiatives.

Responsibility for Accuracy:

Review of work and subsequent procedures would detect most errors. Undetected errors would require time and expense to research and could delay some phases of the program activities. Follows well defined reporting procedures, guidelines, REACH 2010 and tribal program policies as set forth by CDC and EBCI.