



## Resighini Rancheria Job Description

**Job Title:** Wellness Technician

**Department:** Administration

**Reports to:** Executive Director or Designee

**FLSA Status:** Non-exempt, Part-time Temporary (Seasonal)

**Salary:** GS 6/7 (\$20.00-\$27.30/hour) / 20 hours a week

**Position Description:** The Wellness Technician will be responsible for planning and implementing wellness projects that benefit the health and wellness of the Resighini Rancheria tribal community. This may include planning and/or supporting workshops and events, maintaining, and providing other community outreach and engagement. This position will also be responsible for attending meetings, as well as completing other administrative duties related to grants secured. The Wellness Technician is in the Administration Division, and they are supervised by the Executive Director or designee.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Under the guidance and direction of the Executive Director:

- Plan, organize and implement community workshops and events focused on health and wellness; support partner organizations convening events at the Lena Reed McCovey Community Center.
- Base projects and events on culturally informed and evidence-based practices.
- Attend required grantee meetings of the funder and participate in project team meetings.
- Support the Project Director in meeting the deliverables of health and wellness grants, as appropriate.
- Provide written and photographic documents to document activities and use for grant reporting.
- Other duties, as assigned.

**SUPERVISORY RESPONSIBILITIES:** This position has no supervisory responsibilities.

**MINIMUM JOB QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform all essential duties satisfactorily and have initiative to work independently to accomplish the tasks required. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must have a High School diploma or equivalent.
- Must be able physically able, which may include lifting and moving up to 50 pounds, bending for extended amounts of time, digging, stooping, and prolonged walking.
- Experience working independently with minimal supervision.
- Must have the ability to multitask and properly manage work hours and time to accomplish the variety of projects.
- Demonstrated experience of planning an event, including coordinating content, instructors/speakers, logistics and outreach.



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- Demonstrated experience with a computer and Microsoft Office programs to make flyers, draft reports, manage task lists, etc.
- Must have a valid driver's license and insurance.
- Must have the ability to communicate clearly, both orally and in writing for purposes of correspondence, reports, and communication between workers, with Tribal Council, and with outside entities.
- Must have the ability to read, analyze, and interpret general written information, professional reports and safety materials.
- Must possess the ability and desire to work with the Resighini Rancheria tribal community.
- Must be willing to travel as needed to attend conferences and training.
- Must be a team player and be flexible to adapt to changing circumstances.

### **PREFERRED JOB QUALIFICATIONS:**

- Experience in health and prevention activities.
- An operable vehicle that is registered, insured and otherwise in compliance with State law.
- Knowledge of Yurok culture and language.
- Knowledge of native plants, herbs and gardening

### **CONDITIONS of EMPLOYMENT:**

- Position is a part-time position.
- Position is grant-funded and, therefore, dependent on securing grant award(s).
- All applicants are subject to the Tribe's Drug and Alcohol-Free Workplace Policy, including pre-employment screening.
- All applicants will acknowledge and abide by all Resighini Rancheria personnel and other policies and procedures.
- Preference will be given to qualified Native American Indian applicants subject to the Tribe's Tribal Employment Rights Ordinance.
- Must be able to navigate and hike in rugged and remote areas. The employee must occasionally lift and/or move up to 50 pounds.

By signing, I acknowledge receiving a copy of this job description and I understand the content and expectations of the position.

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Applicant

Date

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Executive Director

Date