



AICHO

American Indian Community
Housing Organization

POSITION TITLE: Traditional Health Director

PROGRAM: Traditional Health Program

REPORTS TO: Associate Director

STATUS: Full-time, Exempt

HOURLY RATE: \$24 - \$28

BENEFITS: A robust benefits package, which includes health insurance, dental, life insurance, paid family medical leave, paid holidays, paid time off and retirement.

POSITION SUMMARY: The Traditional Health Director will lead and support organizational work to improve the health conditions of community members through building partnerships as well as internal and external strategies. The director will develop and implement grant program designs, and engage with evaluation processes. The Traditional Health Director will provide direct staff supervision and support, have grant(s) program oversight with reporting and invoicing duties, seek and secure funding, strengthen community partnerships and relationships, and provide overall direction to meet organizational health goals. This role requires deep understanding of historical and contemporary issues related to health outcomes, traditional knowledge, and an investment to a team work approach.

KEY RESPONSIBILITIES:

Grant Oversight and Implementation

- Ensuring progress on grant outcomes and activities
- Prepare reports and invoices
- Monitor program data collection and program budget
- Conduct evaluation to assure progress and to strengthen ongoing approaches
- Work with various internal AICHO team(s) to ensure organizational coordination on grant activities

Lead Community Engagement and Cultural Strategies

- Lead community engagement and cultural strategies that build community voice and leadership regarding health issues
- Coordinate large community initiatives and/or educational campaigns

Represent in Public and Partnership Spaces

- Serve on local, tribal, and statewide committees or workgroups as relevant to grant programs and health outcomes
- Present in public forums on traditional health issues and strategies
- Develop and strengthen partnerships focused on the improvement of community health and achievement

Build Public Commitment to Community Health

- Provide thought leadership to build public commitment to traditional health
- Employ media strategies to educate, build awareness on traditional health issues, and engage the public

Staff Supervision and Support

- Supervise and support assigned team members with a growth mindset
- Provide and coordinate training as needed
- Coordinate with other AICHO team leaders

QUALIFICATIONS:

- High school diploma or equivalent required; post-secondary coursework or training in human services preferred
- Experience working in community-based strategies to address health disparities to improve community conditions
- Prior experience in housing, social services, shelter, or customer service environment strongly preferred
- Strong interpersonal and communication skills; ability to remain calm and professional in challenging situations
- Ability to manage multiple tasks and maintain accurate documentation
- Ability to provide supervision and staff support/team with growth mindset
- Ability to work independently and within team environment
- Basic computer literacy (Microsoft Office, Google, email, data entry systems)
- Must be willing to be CPR certified and Narcan certified (training provided)
- Have a valid driver's license and vehicle insurance
- Must be able to pass background checks as required by program policy

WORK ENVIRONMENT:

Position may involve occasional standing, light lifting, cleaning duties or walking through the facility. Must be able to lift up to 50 lbs. .

TO APPLY:

Submit your cover letter, resume, and completed application to:

EMAIL: hring@aicho.org

SUBJECT LINE: Title of the Position (i.e. Front Desk Assistant)

BY MAIL:

AICHO

Attention: Human Resources

202 West 2nd Street

Duluth, MN 55802

AICHO is an Equal Employment Opportunity Employer and committed to non-discrimination in all aspects of employment.