

SEASONAL

436 Hours

**MAKAH TRIBE
POSITION DESCRIPTION**

JOB TITLE: Traditional Foods and Plants Intern

EXEMPT: No	JOB CODE: N/A
TARGET SALARY: \$15.00/DOQ	SHIFT: Flex
PROGRAM: Clinic	LOCATION: Wellness Center
REPORTS TO: Integrative Health Director	

SUMMARY: Provide vision, strategic leadership and development of a Traditional Plants and Foods as Medicine program and garden for the Makah Wellness Center.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Because of the Tribe's commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

Create program goals, objectives, outcomes and evaluation instruments
Oversee program evaluation and the utilization of evaluation findings in program development to ensure positive outcomes.

Collaborate with Sophie Trettevick Indian Health Center (STIHC), Elders, and community members who possess knowledge of traditional plants and foods for medicinal purposes.

Plan classes on Traditional Plants and Foods to include identification, gathering, transplanting, cultivating, processing and utilizing traditional foods and plants
Promote, track participation, and provide clean-up for each class.

Provide transportation to off-site class expeditions utilizing STIHC GSA vehicles for participants.

Review letters of interest for Mentors of traditional plants and foods; recommend Mentors for each class based on their subject matter experience.

Interview STIHC Healthcare Providers/Pharmacists who may integrate traditional foods and plants into their modalities to determine which plants, foods, salves, balms, etc. will be prioritized, glean their knowledge of these topics and incorporate these providers into classes as Mentors as appropriate

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Coordinate with the Wellness Center Prevention Specialist to ensure contracts for Non-STIHC Employee Mentors and digital documentation are in place, purchase orders for necessary class supplies are completed timely, etc.

Document Mentor hours and report them accordingly to ensure proper compensation.

Accurately document Traditional Foods and plants studied in written format, including pictures, with a finished product that can be referenced by STIHC Healthcare Providers and the community.

Coordinate with Digital Documentation contractor to determine which classes/content will be digitally documented, as well as determine subtitles, etc. as needed.

Oversee the implementation and maintenance of a Traditional Garden at the Makah Wellness Center.

Engage Wellness Programs, employees, clients and the community in the Traditional Garden implementation, maintenance and utilization.

Promote and make available to the Wellness Program patients and the community products created as a result of this program, for example balms, teas, salves, traditional foods.

Coordinate with the Makah Cultural and Research Center to provide Makah translations for traditional plants and foods as well as to gather knowledge on traditional plants and foods as held by that entity.

Prepare and submit grant reports as required.

Schedule -specific schedule will be arranged between the Integrative Health Director and Intern and shall be allowed as follows:

Organize 2 classes per month (may be condensed during times when plants are in season).

4 hour classes average, or more short classes.

10 hours per class allowed to organize class/clean-up after class/and provide written documentation of plants and foods studied.

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100 hours for implementation and maintenance of the Traditional Garden Hours may be adjusted as needed (example more hours for completing written documentation and less for garden implementation).

Hours may include evenings, weekends, early mornings, etc. as needed to accommodate class participants and Mentors.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED).

Currently enrolled in a Healthcare Field of Study that allows for the use of traditional plants and foods as a healing modality is preferred.

Must have a current basic First Aid and CPR or the ability to obtain within 30-days of hire.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have a valid Washington state Drivers license and insurable. A certified copy of an individual's driving records for the past three years of operation, obtained from the Department of Motor Vehicles in the state in which the driver's license is issued will be conduct upon hire.

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This position is classified as a sensitive Tribal position. Therefore, applicant must submit to and clear a pre-employment criminal background check.

OTHER SKILLS AND ABILITIES

Knowledge of standard office procedures necessary to provide for the smooth and efficient operation of the program by maintaining appointment calendars and schedules, tickler files, setting up meetings and conferences, etc.

Computer experience is required. Must have ability to work with programs such as Word, Excel, Powerpoint, Publisher, and email. Additional software program experience is preferred.

Knowledge of correct English usage, grammar, spelling, punctuation, and business letter and report writing.

Ability to listen, observe and record a variety of information.

Must have the ability to effectively interact with all levels of diverse work-force and clientele via telephone and personal contact, in a courteous, helpful and effective manner, contributing to a positive work environment.

Must have the ability to function effectively under pressure of time and/or demands of several tasks at once by effectively planning, organizing, and prioritizing work, to meet deadlines, and ensure accuracy in completing work.

Ability to plan and organize work using one's own initiative and to seek information and assistance from other sources as necessary, and to work independently.

Knowledge of tribal procedures and ability to perform work and accomplish tasks in accordance with established policies and procedures, practices, and priorities, of the office and Tribal organization preferred.

Knowledge of standard filing systems in order to prepare, file, and retrieve various documents efficiently.

Must have knowledge of grant preparation, contract development and submission process.

Ability to maintain strict confidentiality of records and information pertinent to the nature of work.

Must submit to and clear a pre-employment alcohol and drug test and random testing, in accordance with the Drug and Alcohol-Free Workplace Act of 2002.

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PHYSICAL DEMANDS While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must regularly lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme cold; extreme heat; risk of electrical shock; explosives; risk of radiation; and vibration. The noise level in the work environment is usually very loud.

ACKNOWLEDGEMENT

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this position description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

APPLICATION PROCESS:

Submit a Tribal Application for this position with supporting documentation to:

Makah Tribal Council
Human Resources
P.O. Box 115
71 Makah Bay Drive
Neah Bay, WA 98357
Fax: (360) 645-3123
E-mail: katherine.thompson@makah.com

OPEN: April 4, 2018
CLOSE: April 17, 2018

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

PLEASE NOTE: If requirements are not met, i.e., submission of a resume in lieu of a Tribal application, or not including required certification, your application will not be reviewed and will be disqualified.

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The Makah Tribal Council is an Equal Opportunity Employer and actively encourages applications from all persons regardless of race, color, religion, sex, age, national origin, marital status or ancestry, sexual orientation or sensory, mental, physical, or other non-disqualifying disability. Indian Preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, Sections 472 and 473.