

LAKE COUNTY TRIBAL HEALTH CONSORTIUM, INC.

JOB DESCRIPTION

TITLE: YOUTH HEALTHY LIFESTYLE COACH
DEPARTMENT: PUBLIC HEALTH
SUPERVISOR: DIABETES – EDUCATION PROGRAM MANAGER
CLASSIFICATION: FULL TIME NON-EXEMPT

POSITION SUMMARY:

The Youth Lifestyle Coach will provide support and guidance to clients to promote healthy lifestyle behavior and nutrition and wellness. Coordinates presentation and preparation of health education and physical activity classes, group sports activities, and associated education and physical activity events. Establishes and supports activities and events in coordination with the Hinth'el Youth Advisory Subcommittee approved goals.

ESSENTIAL FUNCTIONS:

- Provide individual coaching to youth, covering topics such as healthy eating, physical activity and other healthy lifestyle topics. Call clients for follow up and support.
- Conduct healthy living education classes.
- Educate youth about diabetes awareness and prevention
- Educate the youth on how to set, obtain and maintain SMART goals. Provide encouragement and coaching to the youth for their goals.
- Establish and coach physical youth sports activities.
- Create a lifestyle challenge program for youth to encourage and support healthy eating habits and nutrition
- Serve as leader for HDAC Youth Advocates, including modeling, training, assigning projects, monitor workload, answer questions and evaluating healthy lifestyle performance
- Coordinate or provide transportation to clients
- Relate well with Native American Communities and have concern for their well being
- Participate in Youth Program Quality Initiative trainings and annual self-assessment, and consult with team in setting goals for program improvement. Consult on program design and curriculum revision when needed to reflect current youth culture and emerging community issues.
- Coordinate gym access and physical activity classes/groups for the clients with the other public health gym staff
- Encourage participation by clients in physical activity at the gym. Participate in the physical activities as needed.
- Maintain collaborative relationships with families, schools and/or community contacts to effectively monitor participants progress, and advocate for participants needs.
- Maintain client records. Collect and input data to track program outcomes and complete reports for statistics and grant requirements.
- Works with the medical clinic, behavioral health and other departments at LCTHC for health information, education and resources for youth. Makes referrals for clients to other services.
- Consults with manager for additional community resources and referrals that support healthy lifestyles for youth and coordinates the services for clients.
- Coordinate recipe development and planning with Registered Dietitian/Nutritionist for healthy meals and snacks for classes and events
- Purchase grocery items for classes (within budget), and transport/deliver items to office or class/event sites
- Assist in the preparation, planning and execution of healthy breakfast, lunch, snacks or dinner meals for LCTHC events to include set up and clean up.
- May assist with the presentation of food demonstrations at classes and events
- Willing to travel throughout Lake County and out of the area for business purposes. Classes and events may be at LCTHC offices or off-site. Off-site locations include the Rancheria of the 6 local federally recognized Native American tribes
- Willing to work full time. Regular work schedule with some flexible work hours as approved by manager to help support evening and weekend community events.
- Provide customer service to our clients. Maintain confidentiality

EDUCATION, EXPERIENCE, CERTIFICATES AND LICENSES:

- High School Diploma or Equivalent
- At least 1 year of experience with youth in health education and physical activity
- Current certification as a fitness trainer and/or lifestyle trainer coach/instructor. If not currently certified, will be required to obtain certification within 1 year of hire date.
- Physical activity experience with clients in a gym setting preferred
- Coach experience with youth in junior high or high school sports teams preferred
- Knowledge of healthy lifestyle behaviors, nutrition and healthy meal planning
- Food preparation and presentation experience
- Background in health care field with knowledge of first aid
- Current CPR and First Aid card
- Valid CA driver license
- Experience with the use of computer, email, telephone, voice mail and fax machine.

All LCTHC employees are expected to:

- Provide the highest possible level of service to clients;
- Promote teamwork and cooperative effort among employees;
- Maintain safe practices; and
- Abide by the LCTHC policies and procedures as they may from time to time be updated.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Sitting / Mobility: Approximately 25% of time is spent working at a desk. Balance of time (approximately 75%) is spent moving around work areas. Communication: Ability to effectively communicate with co-workers, patients and members of outside agencies, in person, by telephone, and by email. Frequently stand and walk for extended periods; stoop, kneel, and crouch to pick up or move objects, pushing and pulling, physical ability to lift and carry objects weighing up to 50 lbs. without assistance; physical ability to lift and move heavier objects with assistance; normal manual dexterity and eye-hand coordination; corrected vision and hearing to normal range; verbal communication; uses kitchen utensils and knives, stove tops, ovens, barbeque grill and other heated cooking equipment. Use of standard office equipment, including computer, telephone, calculator, copiers, and fax. Work is performed in an office/clinic environment and outside with exposure to different weather conditions; continuous contact with other staff and the public.

INDIAN PREFERENCE: Preference may be given to qualified Native American Indians according to the Indian Preference Hiring Act, CFR 25 USC 472. Other than Indian Preference, Lake County Tribal Health Consortium, Inc. adheres to all provisions of the Equal Employment Opportunities Act.

NOTICE OF DRUG-FREE WORKPLACE ACT REQUIREMENT: LCTHC is committed to maintaining a drug free and alcohol free workplace. LCTHC believes that a healthy, productive workforce free from the effects of drugs is very important to all employees and patients. Substance abuse is incompatible with the health, safety, efficiency and the success of LCTHC. Employees who are under the influence compromise LCTHC'S interests, endanger their own and the health and safety of others and can cause a number of other work-related problems. As a condition of employment, each applicant receiving a job offer from LCTHC must take and pass a required drug screen test.

HIPAA Health Insurance Portability and Accountability:

This act was enacted to deal with three main areas with regard to patient information.

- Security of health information
- Standards of electronic transactions
- Privacy of individually identifiable health information

IMPORTANT DISCLAIMER NOTICE

The job duties, elements, responsibilities, skills, functions, experience, educational factors and the requirements and conditions listed in this job description are representative only and not exhaustive of the tasks that an employee may be required to perform. The employer reserves the right to revise this job description at any time and to require employees to perform other tasks as circumstances or conditions of its business, competitive considerations, or work environment change.

Lake County Tribal Health is an At-Will Employer. Either the employee or LCTHC can terminate the employment at will, without advance notice, at any time, with or without cause.

I have read and understand all aspects of this job description

Employee Signature

Date

Supervisor/Dept. Manager

Date

HR Signature

Date