

LAKE COUNTY TRIBAL HEALTH CONSORTIUM, INC.

JOB DESCRIPTION

TITLE: YOUTH 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 Youth patients to promote wellness and foster skill building for healthy lifestyle behaviors, including good nutrition, physical activity, and social/emotional needs and coping mechanisms. The Youth Lifestyle Coach will coordinate the LCTHC Public Health youth group and facilitate health education, physical activities and garden workshops for Lake County Native American Youth. Furthermore, the Youth Lifestyle Coach will work with Lake County Schools to provide support for Native youth through the Native Clubs, with the end goal of creating a safe and healthy environment for our Native youth. Youth Lifestyle Coach will assist and work with other Public Health staff in developing and engaging youth in leadership training and community education opportunities.

ESSENTIAL FUNCTIONS:

Public Health Youth Group

- Lead and work with others to support the creation of the LCTHC Public Health youth group guiding Tribal youth to become mentors and leaders within our communities and school districts.
- Work with LCTHC Public Health team to create opportunities for cultural engagement
- Collaborate with community partners to increase support for youth
- Lead LCTHC Public Health Youth Group by facilitating meetings and motivating youth to be advocates for good health in their communities.
- Assist with Tobacco Education activities as needed.

Youth Lifestyle Coaching

- Provide lifestyle coaching to Native American Youth, covering topics such as healthy eating and physical activity with a focus on ages 0-10 years. Work with Youth ages 11-17 years considered high-risk cases as they present.
- Support the Diabetes Prevention Program by working with whole families to prevent Diabetes
- Partner with Pediatric Dietitian and Legacy staff to provide support to children and their families at the Legacy Garden
- Work with the medical clinic, behavioral health, outreach and other departments at LCTHC for case management and education. Make referrals to connect youth to additional resources.
- Consult with manager for additional community resources and referrals that support healthy lifestyles for youth and coordinate the services for patients.
- Plan, schedule and facilitate healthy lifestyle education classes, virtually if needed. Incorporate solutions to healthy lifestyle challenges that encourage and support healthy eating, exercise and breaking unhealthy habits.
- Educate youth about diabetes, its complications and how to prevent or manage it and how health behaviors impact the disease.
- Educate youth on how to set, obtain and maintain SMART goals, and provide on-going support and encouragement.
- Provide support and guidance to help Youth with Adverse Child Experiences (ACEs) and maintain healthy coping mechanisms and behaviors.
- Encourage and motivate youth to be physically active, provide guidance and connect to available resources, monitor and assist as needed. Promote and encourage Native youth to be active in sports or other physical activities. Coordinate gym access and physical activity classes/groups for the clients with the other public health gym staff
- Coordinate or provide transportation to clients as needed and in accordance with LCTHC approved transportation policy.
- Build on personal knowledge of historical trauma and its impact on Native families and communities. Relate well with Native American Communities; have concern and a passion for their well being.

- Cultivate collaborative relationships with families, schools, tribes and/or community contacts to enhance youth resiliency, success and confidence.

Program Design, Development, Tracking and Improvements

- 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.
- Maintain patient records. Collect and input data to track program outcomes and complete reports for statistics and grant requirements. Work with Evaluator as needed to maintain valid, complete and accurate data, measuring patient activities and program achievements.

Other Responsibilities

- Coordinate recipe development and planning with Registered Dietitian/Nutritionist for healthy meals and snacks for classes and events
- Assist with planning and implementing the Annual Walk to Stop Diabetes and the Annual Garden Blessing
- Purchase grocery items for classes (within budget), and transport/deliver items to office or class/event sites.
- Assist in the planning, preparation and implementation of healthy snacks and/or meals for LCTHC events to include set up and clean up.
- 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 patients. Maintain confidentiality in accordance with HIPPA laws and LCTHC policies & procedures.

EDUCATION, EXPERIENCE, CERTIFICATES AND LICENSES:

- Preferably a bachelor in Health Education, Education or related field.
- At least 1 year experience working with youth in health education and physical activity.
- At least 1 year experience working with “high risk” youth with known ACEs.
- 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.
- Experience working with youth ages 0-17 years and knowledge of nutrition and physical activity recommendations
- 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 certification
- 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