



Job Announcement

Job Title: Injury Prevention Coordinator
Department: Community Health
Reports To: Community Health Director
FLSA Status: Non-Exempt
Status: Full-time, Monday thru Friday
Salary Range: \$13.00 to \$17.00

SUMMARY

Provides Injury Prevention education, conducts injury prevention, and coordinates Injury Prevention interventions and activities. Performs community advocacy to promote community Injury Prevention.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Organizes and implements regularly scheduled injury prevention interventions on the eight reservations, include Child Car Seat Safety, ATV, Bicycle Safety and Safe Elder/Handicapped Transportation, Home Safety Surveillance for Children/Elders.
2. Conducts home and community surveillance for compliance with local and state, regulations. Provides Injury Prevention information and follow-up interventions as appropriate.
3. Organizes and advertises the Safe Tribal Communities Injury Prevention campaigns and events, to raise awareness to individuals, communities and organizations.
4. Procures, maintains and inventories all safety equipment, videos, educational materials used for programs and presentations.
5. Participates in health fairs, community events, presentations to groups (Elders, Parent Teacher Organizations, Tribal Councils).
6. Provides technical assistance to Indian Health Council staff and programs regarding Injury Prevention.
7. Coordinates and collaborates with other IHC departments, local, state, and tribal agencies regarding Injury Prevention partnerships.
8. Maintains logs, records, PCCs, reports, sign-in sheets, and current statistics of Injury Prevention activities.
9. Formulates, and plan advertisement campaigns to increase awareness of available offerings.
10. Provides traffic safety information and referrals to appropriate community agencies and resources.
11. Other duties assigned.

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.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED). Ability to work independently. Ability to compose reports and present to all levels of management. Knowledge of principles, techniques relating to environmental and public health. Ability to establish and maintain effective working relationships with staff, community groups and the public. Ability to work with a variety of age groups (elders, children, parents, etc.), regarding Child Car Seat Safety, Elder/Handicapped Home & Vehicle Safety and injury prevention. Knowledge to develop, implement and evaluate Injury Prevention programs. Skills in oral and written communication. Ability to analyze patient education needs and recommend materials. Ability to exercise initiative, judgment and decision-making in meeting program objectives.



CERTIFICATES, LICENSES, REGISTRATIONS

A valid California driver's license and a good driving record will be required at the time of appointment and must be maintained throughout employment.

Driving is required for this position.

CPR certification must be acquired within six months of appointment.

Child Passenger Safety Technician Certificate preferred

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit; use hands and fingers, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand and walk. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus. Applicants must successfully pass a pre-employment physical exam, tuberculin skin test or x-ray, and blood/urine screening test. Health must be adequate to perform all duties of the position.

CUSTOMER RELATIONS

Responds promptly and with caring actions to patients and employees.

Acknowledge psychosocial, spiritual and cultural beliefs and honor these beliefs.

Maintain professional working relationships with all levels of staff, clients and the public.

Be part of a team and cooperate in accomplishing department/organizational goals and objectives.

SAFETY

Maintain current knowledge of policies and procedures as they relate to safe work practices.

HIPPA/COMPLIANCE

Maintain client confidentiality according to HIPPA guidelines.

Indian Preference shall be given in accordance with IHC's Policies and Procedures Section 3, Part 3-1, Paragraph 5