VACANCY ANNOUNCEMENT

POSITION TITLE: TEMPORARY TELEHEALTH AMBASSADOR
1. TEMPORARY TELEHEALTH LEAD STAFF POSITION 40 HOURS WEEKLY
2. TEMPORARY TELEHEALTH STAFF POSITION 20 HOURS WEEKLY

SUPERVISOR: HEALTH DIRECTOR

OPEN: UNTIL FILLED

SALARY: 1. TELEHEALTH LEAD STAFF POSITION $17.00 HOURLY
2. TELEHEALTH STAFF POSITION $16.00 HOURLY

REPRESENTATIVE DUTIES INCLUDE: The Telehealth Ambassadors are responsible for promoting the telehealth program throughout the community, educating members on services available and how to access care, conducting a reservation-wide broadband survey and providing technical assistance and training to ensure that everyone has access to the care the program offers.

REQUIRED EDUCATION, KNOWLEDGE/ABILITIES and EXPERIENCE:
1. Minimum high school diploma or GED (required)
2. Computer/communication device literacy with the desire and ability to learn unfamiliar technologies quickly as well as demonstrated familiarity with Microsoft Office, ZOOM, Google Meets and similar (required)
3. Minimum two years of customer service and or marketing experience (required)
4. Candidate must have a valid driver’s license and be eligible for the Tribe’s automobile insurance.
5. Candidate must have an understanding of and sensitivity to the particular problems faced by the Native American community.
6. Must be able to work in a team environment.
7. The selected candidate must successfully complete a pre-employment drug screen test, and a complete background investigation, including relevant criminal history, prior to employment.
8. LEAD POSITION: in addition to the requirements listed above applicants for the LEAD position must have a minimum of two-years’ experience in a lead or supervisory position (required)

Behavioral Standards: Respectful, courteous, and friendly to customers, other tribal employees, and tribal leaders. A team player that helps the organization meet its objectives. Takes initiative to meet work objectives. Effective communications with customers and other tribal employees. Gets along with co-workers and managers. Positively represents the tribe maintaining the trust Skokomish residents have place in each of us. Demonstrates honesty and ethical behavior.

This position is at will and does not create a contractual relationship between the tribe and the employee.

MUST RECEIVE APPLICATIONS: Open Until Filled. The Skokomish Tribe’s Policies and Procedures apply to this position, including Indian Preference, Confidentiality and Drug-Free Workplace. Contact the Personnel Office for a full job description and information on this position or the Skokomish Indian Tribe’s policies.

Reviewed and approved          CEO Initial: ____ Date: ______

1/12/2021