

CONFEDERATED TRIBES OF THE UMATILLA INDIAN RESERVATION



2025 SUMMER YOUTH PROGRAM POSITION DESCRIPTION

POSITION TITLE:	Community Wellness Aide
SALARY:	\$12.55- \$15.00 per hour/ DOE
DEPARTMENT:	Public Health
PROGRAM:	Public Health
LOCATION:	Yellowhawk Tribal Health Clinic Mission, OR
EMPLOYMENT STATUS:	Summer 2025, Seasonal/Special Projects
SUPERVISED BY:	Public Health Director
LENGTH OF EMPLOYMENT:	July 1- August 15, 2025
WORK SCHEDULE:	Monday – Friday 7:30 AM- 4:00 PM

GENERAL STATEMENT OF DUTIES

Community Wellness Aides will work with Public Health Staff at Yellowhawk Tribal Health Clinic. Duties include helping with wellness events that promote community health and wellness, organizing supplies and materials, and preparing for health care related events.

WHAT TO EXPECT

As a Community Wellness Aide, you will learn how public health teams engage with the Tribal community to promote healthy living. You will participate in wellness booths/tables, prepare health-related education materials, and assist with tracking outreach efforts. This hands-on role will expose you to several areas of public health and patient services. You'll gain insight into patient safety, professional health care shadowing experience, and learn about the importance of accuracy in health settings. This experience is great for students interested in healthcare, science, clinical services, or health education.

DUTIES & RESPONSIBILITIES

- 1) Dress appropriately for different work experiences and activities, such as office work, fieldwork, and/or community events.
- 2) Report to work on time/prepared each day and follow a daily schedule.
- 3) Assist in planning and running community wellness events and health tables.
- 4) Assist Community Health Representatives and Public Health Nurses with preparing health related educational materials.
- 5) Learn about public health, clinical operations, and emergency preparedness programs.
- 6) General office duties include sorting and delivering incoming mail and sending outgoing mail, filing records, answering telephones, and running work-related errands.
- 7) Work alongside health care professionals and observe the health services they provide to patients and community members of all ages.

BASIC SKILLS & INTERESTS

- 1) Interest in science, technology, math, engineering, math (STEM) and/or public health.
- 2) Basic computer skills and familiarity with standard computer software.
- 3) Must follow safety protocols and meet expectations.
- 4) Is comfortable taking meeting notes, including typing, formatting, and editing Word documents on a computer.
- 5) Basic organizational and self-management skills.
- 6) Is interested in learning about the different health care jobs and services Yellowhawk offers.
- 7) Have interpersonal skills and be comfortable speaking to various people one-on-one or in groups.
- 8) Must have the ability to learn and adhere to strict confidentiality/HIPAA rules.

PHYSICAL DEMANDS

- 1) Ability to sit, stand, and walk for extended periods.
- 2) Ability to lift/carry up to 25 lbs.
- 3) Ability to work outside in different types of weather conditions.

EMPLOYER REQUIREMENTS & PREFERENCES

- 1) Must be at least 15 years old.
- 2) HIPAA and strict confidentiality processes must be followed due to potential exposure to patients and patient information.
- 3) Basic understanding of office systems (Word, email, copier, telephone, etc.), or ability to learn.
- 4) Active participation in daily activities like community outreach, graphic design, training/workshops, and fieldwork.
- 5) Demonstrate effective communication skills.
- 6) Treat others with respect at all times.
- 7) Exhibit professional demeanor.
- 8) Must be able to work in a team setting.