



Position Title: Indigenous Wellness Director	Reports to: Chief of Staff
Department: Campus Support	FLSA Status: Exempt
Classification: Regular Full Time	Benefit Eligibility: Yes, Full Time Benefits
SOC Code: 11-9199	Last Updated: September 25, 2024
Home Campus: Keshena Campus	Posting Status: Extended First Post – Enroll Menominee
Grant Funded: Fully Grant Funded	Application Deadline: November 26 2024 at 4:00 P.M.

Position Summary: The Indigenous Wellness Director will provide leadership for a comprehensive wellness program of the College of Menominee Nation students, staff, and faculty. This position will oversee and administer all aspects of the planning, development, implementation, assessment, and integration of fitness, mental health, and well-being programs, including the development and operation of the College of Menominee Nation's Campus and Cultural Wellness Program. This position collaborates with key partners to advocate for and integrate college-wide strategic wellness initiatives for the CMN Campus Community, which brings attention to and expands opportunities in promoting an Indigenous environment of sustained overall health and well-being.

Position Responsibilities & Duties:

- Develop and administer all aspects of the college's Cultural Wellness Program.
- The wellness program should include an Indigenous perspective, preferably Menominee or other Tribal Nations in Wisconsin, for the curriculum, training, evaluation, outreach, strategies, and partnerships.
- Create and support an Indigenous culture that promotes overall well-being in collaboration with campus partners and key stakeholders that focuses on all elements of wellness including, but not limited to, stress management, emotional, intellectual, spiritual, social, environmental, occupational, financial and physical well-being, and mindfulness.
- Coordinate and conduct educational workshops, guidance, and special events for the campus community, with a preference for Menominee tradition and other Tribal Nations located in Wisconsin.
- Promotes teamwork and collaboration while promoting nation-building and leadership in seeking Indigenous-based solutions to continue and enhance healthy living.
- Collaborates with surrounding communities and Native American Tribes on wellness issues to gather data and generate reports to assess the needs of the college community.
- Complete departmental evaluation and assessment efforts. These activities should include but are not limited to benchmarking, data collection, and analysis.
- Lead co-workers and colleagues with implementing appropriate evaluation and assessment metrics using best practices in the industry.
- Assist faculty and staff in assessing programs and learning student outcomes and their impact on student retention, leadership development, satisfaction, and academic success.
- Assist departments with employee retention, professional development, and satisfaction.
- Administrative responsibilities will include but are not limited to updating training materials, policies, and procedures.
- Research grant opportunities to supplement the annual program and sustainability of the program.
- Oversee, develop, and monitor budgets with signature authority.
- Work as part of a team that collaborates effectively with colleagues.
- Other duties as assigned for the overall success of the college.

Minimum 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. **1.**

1. Education:

- a. Bachelor's degree in Occupational Health, Counseling, Wellness or Safety, or closely related field.

2. Experience:

- a. Three (3) years of full-time experience or equivalent working in higher education or a community-based organization related to health promotion, mental health, suicide prevention, or a related area of health and wellness.
- b. Demonstrated experience with educational programming and assessment related to health promotion and health education activities.
- c. Experience and knowledge of Indigenous lifestyle and culture, preferably Menominee or other Tribal Nations in Wisconsin demonstrated with previous work experience OR credentialing with a health and wellness focus.
- d. Applicants should have the ability to work independently and as part of a team with excellent written and oral communication skills.
- e. Work a flexible schedule, including some nights.
- f. Analytical ability to include computer skills, statistics, and analysis of databases.
- g. Excellent interpersonal and communication skills along with problem-solving expertise are essential.
- h. Ability to maintain concise and accurate records.
- i. Ability to work independently with minimum supervision, but cooperatively with others.
- j. Must be able to manage multiple projects/priorities.
- k. Good organizational skills.
- l. Exhibit a professional and personable demeanor.

3. Personal Traits:

- a. Dependability, Attendance, and punctuality.
- b. Communication skills.
- c. Customer service to students, staff, vendors, and contractors.
- d. Judgement, Decision making, and problem-solving.
- e. Innovation (Continuous Process Improvement)
- f. Attitude, enthusiasm, cooperation.
- g. Managing change and adaptability.
- h. Good moral character, mature judgment, and a strong sense of responsibility and dedication.
- i. Highly positive and enthusiastic style; capable of motivating others.

Desired Qualification:

- Master's degree in community health, public health, social work, psychology, higher education, or a related field.
- PR First Aid and Automatic External Defibrillators (AED) certifications.
- Current certification in group exercise, personal training, and/or health and well-being from a nationally recognized governing body (ACE, WWC, ACSM, AFAA, CWP, BCS, AFPA, HSHC, WELCOA, etc.)

Reporting to this Position: No Direct Reports

Physical Demands & Work Environment:

Physical demands are classified as Moderate - lifting no more than 50 pounds at a time with frequent lifting or carrying of objects weighing up to 25 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

-Performs teaching or instructing Functions - Constant

-Exposure to office/classroom environment - Constant

-Exposure to shop or maintenance environment - Never

Tools & Equipment Used: TPX System, Instructor Station, Computer, WebEx, Zoom

APPLICATION PROCESS

A complete application includes:

- Letter of Interest
- Current Resume
- Completed CMN application form - available under job opportunities at <http://www.menominee.edu/careers>
- Copy of all unofficial college-level transcripts (**Official** transcripts required upon hire)
- Three professional references (*contact information only*)
- Copy of valid Wisconsin Identification Card/ID and/or Driver's License (if applicable)
- Proof of relevant certificates or training
- Proof of Tribal Enrollment and/or Descendent status
- Proof of honorable or general military discharge paperwork (if applicable)

It is not the responsibility of CMN to notify applicants of missing documents. Incomplete applications packets will not be considered.

Application materials can be mailed to:

College of Menominee Nation

Human Resources

P.O. Box 1179

Keshena, WI 54135.

hr@menominee.edu

bsanapaw@menominee.edu

An online application is available at: <http://www.menominee.edu/careers>

**Posting closes at: 4:00 P.M.
on
Tuesday, November 26, 2024**

**NOTE: Pre-employment drug testing is part of the hiring process.
EOE/MITW 82-10**