



Asian Community & Cultural Center

-Celebrating Asian Heritage and Serving All Immigrants-

144 N 44th Street, Suite A, Lincoln, NE 68503

402-477-3446 FAX 402-477-4508

www.lincolnasiancenter.org



Position Title: Program Assistant/Native American Community Advocate

Availability: Open now until suitable candidate is found

Monday-Friday; Occasional weekend and/or evening hours may be assigned as needed; full time, non-exempt position; \$15-19 per hour

The following job description includes major responsibilities and expectations. This list is not all-inclusive; the incumbent may be expected to perform job-related duties other than those contained in this list.

Applicants must submit a resume, cover letter, and contact information for three professional references to admins@lincolnasiancenter.org. Applications will be reviewed two weeks from the posted date and will continue until the position is filled.

Job Summary: The Program Assistant/Native American Advocate assists in grant objectives and serving community health needs.

Responsibilities:

Priority duties

Assists lead Community Health Worker in Implementing an outreach plan to recruit Native Americans to participate in the assessment process with a goal of reaching 50% of your population.

1. Assists the lead Community Health Worker to administer the community needs assessment survey to community members that addresses social determinants of health and health needs in the appropriate language(s) of minority communities.
2. Assists in reaching the community and building connections to new communities through multiple mediums, online, paper and through in-person community conversations/community listening sessions to gather input regarding needs.

Secondary duties as a means to accomplish above duties

- o Support community with arranging group activities. Maintain the community calendar. Providing communication methods with communications coordinator.
- o Support the implementation of educational programming and activities with our coordinators for health services, especially about Covid-19, vaccinations, diabetes, cardiovascular health, mental health, and obesity.
- o Support the lead Community Health Worker in keeping careful records of total numbers of names, contact information, and frequency of clients in attendance and at activities using a tracking document.
- o Support the lead Community Health Worker in keeping careful records of clients' progress towards healthy goals.
- o Preparing the space for activities and events during set up and tear down.

Qualifications

- Demonstrated ability to do community outreach/health education, preferred (CHW, lay health leader, etc)
- Fluent in Native cultural practices, required
- Competence in serving Native American population, demonstrated

- Must be able to work independently and demonstrate team building, problem solving, time management, stress management and decision making skills
- Must possess great communication skills including effective verbal, writing and listening skills and the ability to make effective presentations
- Excellent organizational and leadership skills including the ability to maintain effective working and community relationships
- Communicate in a friendly and informative manner with people from a wide variety of cultural and ethnic backgrounds
- Must have good computer skills and be proficient in Microsoft Word, Excel, Internet and e-mail. And develop proficiency in Access, Service Point or other data management software