



CALIFORNIA INDIAN MANPOWER CONSORTIUM, INC.

738 North Market Boulevard
Sacramento, California 95834

(916) 920-0285 ♦ 1-800-640-CIMC ♦ (916) 641-6338 FAX

1-800-748-5259 (TDD/Hearing Impaired)

www.cimcinc.org

JOB ANNOUNCEMENT

POSITION: Wellness Specialist (Open)

CLOSING DATE: Open Until Filled

WORKSITE: CIMC Central Office
738 North Market Boulevard
Sacramento, California 95834

STARTING PAY: \$23.75 - \$24.95 per hour
DOE

CONTACT PERSON: Elizabeth Fernandez
Administrative Support Assistant

RESPONSIBILITIES: The Wellness Specialist shall be responsible for developing COVID-19 content, coordinating events and maintaining records of related COVID-19 program outcomes. Shall evaluate, assess and ensure compliance with all applicable COVID-19 programs' objectives and maintain HIPAA and confidentiality. Assist with one-way outreach, social media, and COVID-19 content.

REQUIREMENTS: Two (2) years related work experience demonstrating the skills, knowledge, and abilities and an Associate's degree with major work in Business Administration or related field; or any equivalent combination of education, training, and experience. Must have a valid California driver license, own transportation, good driving record, and adequate insurance.

KNOWLEDGE OF: Program objectives and allowable activities of the COVID-19 programs; COVID-19 epidemic impact in California; California tribes; HIPAA regulations; standard systems and procedures for keeping complete records; data entry methods and techniques; Microsoft Office programs; on-line communication principles and practices.

ABILITY TO: Communicate effectively; ability to work with people from diverse backgrounds and skill levels; organize and maintain records including electronic records; navigate and communicate through social media platforms; analyze and compute data; operate standard office equipment including computer equipment and office software programs including, word processing, spreadsheet and database programs; and travel on a regular basis.

OTHER QUALIFICATIONS: Strong verbal and written communication skills. Strong interpersonal, analytical, and organizational skills and attention to detail.

GENERAL INFORMATION: CIMC Applications are available at www.cimcinc.org

Submit applications to: Elizabeth Fernandez, Administrative Support Assistant
California Indian Manpower Consortium, Inc.
738 North Market Boulevard
Sacramento, California 95834

An original CIMC Application must be completed and submitted to any CIMC Office for consideration, until this position is filled. Reasonable efforts will be made to accommodate persons with disabilities. Please notify the contact person at the telephone number listed above in advance of any special needs.

Qualified Indians will be given preference in employment as required by the Indian Self-Determination and Education Assistance Act (24 U.S.C.450, et seq.) and other relevant laws.

In accordance with the Immigration Reform and Control Act of 1986, the individual selected will be required to provide employment eligibility verification to prove eligibility to work in the United States prior to employment.