



# Cultural Coordinator

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Supervised by:	Grants Director
Location:	Sioux Falls, SD
Status:	Part-Time
Salary:	Base on experience

## SDUIH Overview:

The South Dakota Urban Indian Health, Inc. (SDUIH) is a non-profit corporation that consists of two full-time primary care clinics. SDUIH is a comprehensive patient-focused health care organization. SDUIH corporate headquarters is located in Pierre and the agency reports to the Indian Health Service (IHS) in Aberdeen.

When you join our team at SDUIH, you're joining our Tiwahe (family). We believe that through equitable pay, flexibility, and centering employee wellness, we're creating systemic change that benefits everyone, especially our patients. Working with our medical, behavioral health, and cultural health teams, you'll improve the health and wellness of our patients and positively impact the health of our community. SDUIH is celebrating 45 years of care to our Native American Community.

## Position Summary:

The Cultural Coordinator will work with the Grants Director to enhance SDUIH's Cultural Programs. The Cultural Coordinator will assist in tracking program information and data, planning programs, promoting programs, fosters community relations, gathering supplies for programs, and general upkeep of the Cultural Program space. The ideal person will be organized, able to work independently, and willing to help out wherever needed.

## Duties and Responsibilities:

- Coordinates and assists with cultural health groups and meeting details.
- Prepare medicine and tea kits and keep in stock in the cultural room, cultural groups, and front desk.
- Keeps inventory of the cultural health medicine quantities and order supplies as needed.

## **Skills:**

- Strong communication and problem-solving skills
- Maintain confidentiality, comply with HIPPA requirements.
- Coordinate, prioritize, organize supplies and programming.
- Understand office practices and procedures
- Knowledge of Native American Culture and Traditions
- Facilitate or willing to train to facilitate Cultural Groups and Activities.
- Computer programs (Word, Excel, etc.)

## **Physical Demands:**

- May sit for extended periods of time
- Must have the ability to occasionally lift up 20lbs using proper lifting techniques.

## **Qualifications:**

- Must have a High School Diploma and be at least 18 years old
- 2-3 years of experience coordinating programs
- Be a positive role model for the community and others
- Must be Red Road Approach certified or willing to obtain RRA certification within 6 months of employment.
- CPR certified or willing to be certified
- Positive Indian Parenting certified or willing to be certified
- Must have a valid, unrestricted driver's license
- Financially responsible for records and expenses incurred with the program.

## **How to apply:**

Interested individual should email their resume and completed application to [carmen.rodriguez@sduih.org](mailto:carmen.rodriguez@sduih.org) applications can be found at <https://sduih.org/careers/>.

INDIAN PREFERENCE In accordance to IHS policy and Federal guidelines, preference will be given to qualified Indian applicants in accordance to Section 703 (i) of the Title VII of the Civil Rights Act of 1964. SDUIH is an Equal Opportunity Employer. Must be able to provide Indian Preference documentation if claimed

SDUIH the right to amend this job description as operational needs dictate. SDUIH is an at-will employer.