



## Elbowoods Memorial Health Center

1251 Elbowoods Loop  
New Town, ND 58763-4400  
(701) 627-4750  
Fax: (701) 627-2809

EXEMPT \_\_\_\_\_  
NON-EXEMPT X

### POSITION DESCRIPTION

**POSITION:** Native Connections Internship (2)  
**REPORTS TO:** Native Connections Director/EMHC CEO  
**SALARY:** \$25.00 per hour  
**CLASSIFICATION:** Non-Management, Temporary, Full-time (max 700 hours)  
**TELEWORK ELIGIBLE:** No  
**DUTY STATION:** Elbowoods Memorial Health Center  
New Town, North Dakota

### POSITION SUMMARY:

This internship position will assist with office functions, community events, and other duties related to the Native Connections grant, a program focused on suicide prevention and substance misuse prevention for individuals aged 12-24. The intern will support the efforts of the Native Connections team temporarily for no more than 700 hours, participating in educational initiatives, community outreach, and health promotion activities.

### ESSENTIAL DUTIES:

- **Office Assistance:** Assist with general office duties, including front desk coverage, answering phones, and helping with event planning and logistics for the Native Connections program.
- **Grant Support:** Collaborate with the Native Connections team to support the implementation of suicide prevention and substance misuse prevention activities as outlined in the Native Connections grant.
- **Community Outreach & Education:** Assist with the coordination and execution of community events such as workshops, educational presentations, support groups, and awareness campaigns focused on mental health, suicide prevention, and substance misuse prevention for youth and young adults (ages 12-24).
- **Collaboration:** Work alongside Native Connections staff, community leaders, and partner organizations to develop and deliver prevention programming, including presentations, group activities, and peer support initiatives aimed at raising awareness and reducing risk factors for suicide and substance misuse.
- **Youth Engagement:** Support efforts to engage and empower youth and young adults in the community, including assisting with youth-focused activities, discussions, and peer-led prevention programs.

- **Data Collection & Reporting:** Assist with tracking and reporting program activities, including data collection for program evaluation purposes, as per the Native Connections grant requirements.
- **Outreach Events:** May be required to work evenings or weekends to support outreach events such as youth gatherings, family nights, and other community activities related to mental health and wellness.
- **Team Participation:** Participate in Native Connections team meetings, staff meetings, trainings and other relevant gatherings as required. Assist with committee work and contribute to planning and organizing events.
- **Professional Conduct:** Represent the Native Connections program and EMHC in a professional and respectful manner. Adhere to confidentiality standards and ensure that all work aligns with EMHC mission, vision, values and HIPAA regulations.
- **Health Promotion:** Support community-based activities related to mental health promotion, substance misuse prevention, and overall wellness for youth and young adults in the service area.
- Represents EMHC in a highly professional matter;
- Demonstrates respect and understanding of confidentiality for patients, staff and others according to policy and HIPAA regulation;
- Participates in EMHC staff meetings, assigned committees, community events, and other meetings as instructed or deemed necessary;
- Actively strives to educate the community on the mission, vision and values of EMHC in a positive approach to assist in the growth of the organization and assist our community in its healthcare needs;
- Adheres to and abides the policies and procedures of the MHA Nation and of the Elbowoods Memorial Health Center;
- Adheres to the Mission, Vision and Values of the Elbowoods Memorial Health Center; and
- Attend training as required.

*NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.*

### **SUPERVISORY REQUIREMENTS:**

- The requirement for managing of others does not exist.

### **QUALIFICATIONS, EXPERIENCE, EDUCATION**

- Must have a High School Diploma/GED;
- Must be able to complete CPR certification upon being hired;
- Interest in mental health advocacy, youth engagement, and cultural preservation.
- Strong communication and organizational skills.
- Ability to work independently and as part of a team.
- Comfortable working with youth and community members.
- Must have excellent communication skills and pay attention to detail;
- Cognitive knowledge, skills, abilities as related to the position;

- Computer literate and basic proficiency with Microsoft Office and other database software. Social media, and event planning is a plus.;
- Knowledge of principles and practices of the organization;
- Operate standard office equipment;
- Familiarity with MHA Nation culture, values, and traditions;
- Must be punctual, reliable, dependable, and able to maintain confidentiality;
- Must have a valid driver's license and an acceptable motor vehicle record from the North Dakota Department of Motor Vehicle;
- Must submit to a Criminal Records Background Check;
- Must submit to an Alcohol/Drug Screen and random testing as per policy.

### **WORKING CONDITIONS:**

- Work is performed in an office, clinical, and often times outdoor environment with varying conditions of noise level, temperature, and illumination.
- Requires eye-hand coordination and manual dexterity sufficient to operate keyboard, computer and other office equipment.
- Work situations may be stressful and require irregular hours.
- Potential exposure to blood and other hazardous material, communicable diseases, and other conditions common in a health care environment.
- Work is performed inside, and at times outdoors, with exposure to unpredictable crisis situations.
- Shift work may be required.
- Extensive walking is required since interaction between all disciplines within the health care operations and management is required.
- Travel may be required to accomplish organizational goals.

### **PHYSICAL DEMANDS:**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The employee must regularly lift and/or move up to 30 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Must be alert, oriented, ability to perform with accuracy and be self-conscious of surroundings at all times.
- Ability to participate in outdoor activities, including community runs, gardening, and equine therapy sessions.
- Flexible work environment, including office settings, schools, and community event locations.

This internship provides valuable experience in community engagement, youth leadership, and mental health advocacy while allowing interns to work directly with Native youth programs and cultural initiatives.

## **ACKNOWLEDGEMENT**

This job description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive, and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

Preference will be given to bona fide American Indian applicants in accordance with TAT policies and Federal Indian regulations for such preference.

**THE MANDAN, HIDATSA, ARIKARA TRIBES DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGIOUS PREFERENCE, AGE, HANDICAP, MARITAL STATUS, POLITICAL PREFERENCE, GENETICS, OR MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION, EXCEPT AS ALLOWED BY THE INDIAN PREFERENCE PROVISION OF THE CIVIL RIGHTS ACT OF 1964, AS AMENDED AND NORTH DAKOTA HUMAN RIGHTS ACT.**

**PERSONS OF INDIAN ANCESTRY WHO WISH TO CLAIM INDIAN PREFERENCE SHOULD SUBMIT A COPY OF THEIR TRIBAL ENROLLMENT CERTIFICATE INDICATING THE AGENCY ENROLLED.**

All interested persons must submit the following information:

Job Application (found on MHA Website)

Copies of:

- ✓ Diplomas/Certificates and Transcripts
- ✓ 2 Forms of ID: (1 Driver License and/or State Issued ID) and 1 Other; and
- ✓ Indian or Veteran Preference documents (If applicable);

**Submit all necessary information to the following addresses:**

Three Affiliated Tribes/MHA Nation  
Human Resource Department  
404 Frontage Road  
New Town, ND 58763  
Ph# 701-627-4781  
Fax# 701-627-2960  
Email: [recruitment@mhanation.com](mailto:recruitment@mhanation.com)

