

LAKE COUNTY TRIBAL HEALTH CONSORTIUM, INC.
JOB DESCRIPTION

TITLE: GARDEN ASSISTANT
DEPARTMENT: PUBLIC HEALTH
SUPERVISOR: GARDEN COORDINATOR
CLASSIFICATION: FULL TIME NON-EXEMPT

POSITION SUMMARY: The Garden Assistant position's primary responsibility is to aid the Garden Coordinator in the role of tending the Legacy and Circle gardens, and in starting, developing and maintaining the new Clearlake Garden Project.

ESSENTIAL FUNCTIONS:

- Assist Garden Coordinator in planning for, developing, planting and maintaining LCTHC's community gardens to benefit the Native community.
- Create Layout of the new Clearlake Garden and make the planter boxes with the help of the Job Skills program at LCTHC.
- With the Garden Coordinator, decide what plants will be planted in each of the gardens (ensuring good rotation).
- For each of the gardens, order compost and shovel compost in the boxes.
- For each of the gardens, and water systems set up, ensure the pipes and connections are working correctly.
- Assist in distribution of harvested vegetables from each of the gardens.
- Assist in Garden Classes.
- Assist team in community events such as Kwa Xho Community Garden Blessing, GONA, and Walk to Wellness.
- Other duties as assigned by Garden Coordinator or Diabetes and Tobacco Program Manager.

EDUCATION, EXPERIENCE, CERTIFICATIONS AND LICENSES:

- High School diploma preferred.
- Garden Experience, preferred.
- Valid Driver's license.
- Experience with the use of computers, email, texting and social media.
- Willing to travel throughout Lake County and out of area for business purposes. Classes and events may be held at LCTHC offices and/or off-site. Offsite locations will include the Rancherias of the 6 local federally-recognized Native American tribes.
- Willing to work full-time. Regular work schedule with some flexible work hours as approved by Manager to help support evening and weekend workshops or community events.
- Ability to maintain confidentiality based on LCTHC HIPAA requirements (see additional detail below).

All LCTHC employees are expected to:

- Provide the highest possible level of service to clients;
- Promote teamwork and cooperative effort among employees;
- Maintain safe practices; and
- Abide by the LCTHC policies and procedures as they may from time to time be updated.

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. Sitting / Mobility: Approximately 25% of time is spent working at a desk (should this % be less?). Balance of time (approximately 75%) is spent moving around work areas. Communication: Ability to effectively communicate with co-workers, patients and members of outside agencies, in person, by telephone, and by email. Frequently stand and walk for extended periods; stoop, kneel, and crouch to pick up or move objects, pushing and pulling, physical ability to lift and carry objects weighing up to 50 lbs. without assistance; physical ability to lift and move heavier objects with assistance; normal manual dexterity and eye-hand coordination; corrected vision and hearing to normal range; verbal communication; uses kitchen utensils and knives, stove tops, ovens, barbeque grill and other heated cooking equipment. Use of standard office equipment, including computer, telephone, calculator, copiers, and fax. Work is performed in an office/clinic environment and outside with exposure to different weather conditions; continuous contact with other staff and the public.

INDIAN PREFERENCE: Preference may be given to qualified Native American Indians according to the Indian Preference Hiring Act, CFR 25 USC 472. Other than Indian Preference, Lake County Tribal Health Consortium, Inc. adheres to all provisions of the Equal Employment Opportunities Act.

NOTICE OF DRUG-FREE WORKPLACE ACT REQUIREMENT:

LCTHC is committed to maintaining a drug free and alcohol free workplace. LCTHC believes that a healthy, productive workforce free from the effects of drugs is very important to all employees and patients. Substance abuse is incompatible with the health, safety, efficiency and the success of LCTHC. Employees who are under the influence compromise LCTHC'S interests, endanger their own and the health and safety of others and can cause a number of other work-related problems. As a condition of employment, each applicant receiving a job offer from LCTHC must take and pass a required drug screen test.

HIPAA Health Insurance Portability and Accountability:

This act was enacted to deal with three main areas with regard to patient information.

- Security of health information
- Standards of electronic transactions
- Privacy of individually identifiable health information

IMPORTANT DISCLAIMER NOTICE

The job duties, elements, responsibilities, skills, functions, experience, educational factors and the requirements and conditions listed in this job description are representative only and not exhaustive of the tasks that an employee may be required to perform. The employer reserves the right to revise this job description at any time and to require employees to perform other tasks as circumstances or conditions of its business, competitive considerations, or work environment change.

Lake County Tribal Health is an At-Will Employer. Either the employee or LCTHC can terminate the employment at will, without advance notice, at any time, with or without cause.

I have read and understand all aspects of this job description.

Employee Signature

Date

Supervisor/Dept. Manager

Date

HR Signature

Date