

**NORTHERN CHEYENNE TRIBE  
TRIBAL BOARD OF HEALTH  
Job Announcement**

**POSITION:** Outreach Worker

**SALARY:** \$10.00-\$13.50 per hour

**DEPARTMENT:** Northern Cheyenne Board of Health

**ACCOUNTABLE TO:** CHR Director

**CLASSIFICATION:** Regular Full-time, Covered, Non-exempt

**OPENING DATE:** November 14<sup>th</sup> 2017

**CLOSING DATE:** November 30<sup>th</sup> 2017

**How To Apply:** Submit a completed application, **RESUME**, (3) current (within 1 year) letters of recommendations (one must be past/present employer, Tribal certification (if claiming Indian preference, DD214 (if claiming Veteran's preference), copies of credentials or certified copy of transcripts to: Northern Cheyenne Tribe, attention: Human Resources Office, P.O. Box 128, Little Wolf Capitol Building, Lame Deer, Mt. 59043

**IF YOU HAVE PREVIOUSLY APPLIED FOR THIS POSITION AND WOULD LIKE YOUR APPLICATION TO BE RE-SUBMITTED, PLEASE COME DOWN TO THE H.R. DEPT AND RE-SUBMIT YOUR OWN UPDATED TRIBAL APPLICATION, THANK YOU.**

**ONLY COMPLETE APPLICATIONS WILL BE CONSIDERED**

**SUMMARY OF WORK:** Makes Home visits to determine the health care needs of members of the Northern Cheyenne Tribe. Serves as a liaison between tribal members and the health care delivery system.

**JOB CHARACTERISTICS:**

**Nature of Work:** This position performs duties requiring travel in all weather conditions to different homes to provide support, education, counsel, referrals, and health care services. Position deals with people who need medical care and attention. Must be able to relate to all people. Deals with sensitive information and maintains confidentiality.

**Personal Contacts:** Daily contact with the public and other health care professionals in performing duties.

**Supervision Received:** Daily to weekly supervision by the Director through memorandums and individual and group meetings.

**Essential Functions:** Position required the ability to enter and exit the homes of clients and the ability to make correct decisions regarding health care needs. May encounter extreme weather conditions, vicious animals, and people abusing drugs or alcohol.

### **AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:**

- Makes home visits as directed. Visits clients and patients who are home-bound with needs for health care. Assesses health care needs. Counsels clients on health care needs. Make referrals to appropriate resources in the community when needed. Serves as a liaison and advocate for clients and health service.
- Provides health care and outreach services. Measures, monitors, and records the vital signs of patients and clients which include taking temperatures and blood pressures, and monitors blood sugar levels. Assists clients changing dressings on wounds and assists in other medical related problems. Checks for contagious diseases and infections.
- Counsels clients on follow-up visits to health clinics. Arrange transportation for clients to clinics and the hospital when necessary. Assists handicapped and elderly clients. May need to lift clients to and from vehicles. Must be able to lift 75+ pounds.
- Ensures that medications are properly taken. Delivers medication and provides follow-ups on the need for refills.
- Provides basic chore services for clients when needed; chops and stacks wood for clients who are unable to perform these tasks; cooks, sweeps, and washed dishes washes; washes and dries clothes; may pick up and deliver commodities for clients; assists clients in bathing, cutting nails, and washing hair; Do fire – fall prevention .
- Provides first responder aid and C.P.R. when necessary.
- Assists and participates with diabetes in walking clubs and other exercise plans to encourage them to participate in fitness programs.
- Assists in a variety of screening for ears, nose and throat, at community schools and headstart.
- Delivers batteries for hearing aids to elderly, handicapped, and disabled when necessary.
- Translates Northern Cheyenne Language to English when necessary. Deals with individuals who are angry with health care system. Provides reassurance to clients. Performs other related duties as required.

### **JOB REQUIREMENTS:**

**Knowledge:** This position requires acknowledge of: general medical practices such as taking temperatures and blood pressures, and monitoring blood sugars; First Aid and CPR; counseling; to the reservation communities, basic computer skills and the language of the Northern Cheyenne Tribe.

**Skills:** This position requires skill in applying First Aid, CPR, or CNA duties relating to people in all conditions and circumstances.

**Abilities:** This position requires the ability to: work with angry or indifferent people in all conditions and circumstances; speak the Northern Cheyenne Language; exercises patience and forbearance; communicate effectively orally and in writing; follow verbal and written

instructions; establish effective working relationships with other health care professionals, fellow employees, supervisors, and the public.

### **JOB PERFORMANCE STANDARDS:**

Evaluation of this position will be primarily upon performance of the preceding requirement and duties. Examples of job performance criteria include, but are not limited to the following:

- Coordinate and perform assigned duties
- Maintains accurate and timely PCC Data
- Serves as a liaison and advocate for clients
- Adheres to standards of confidentiality – HIPAA
- Demonstrates ability to handle stressful situations
- Adheres to standards of safety regulations when dealing the body fluids
- Competently assists in clinics and screening
- Prepares and submits accurate and timely PCC Data
- Deals tactfully and courteously with clients and the public
- Observes regular and extended work hours when necessary
- Demonstrated punctuality in arranging and meeting appointment for clients
- Establishes and maintains effective working relationships with all health care professionals, fellow employees, supervisors, and the public
- Practices good public relations in support of the Indian Health Services and its functions

### **EDUCATION AND EXPERIENCE:**

- High school diploma
- Training in First Aid and CPR
- Certified Nursing Assistant
- Must possess a valid Montana Driver's License
- Knowledge of computers to do PCC Data and Entry into the RPMS