

**NORTHERN CHEYENNETRIBE
BOARD OF HEALTH
JOB Re- ADVERTISEMENT
2017 #3**

POSITION: Diabetes Technician

SALARY: \$12.00

DEPARTMENT: Diabetes Program

ACCOUNTABLE TO: Diabetes Coordinator

SUMMARY OF WORK: Prevention of diabetes through education, awareness and activities in the communities.

CLASSIFICATION: Temporary, non-exempt. **(This position is temporary, full time and will end December 2017)**

OPENING DATE: August 31 2017

CLOSING DATE: September 13 2017

1. Submit a completed application.
2. RESUME.
3. Three (3) letters of recommendation/references.
4. College transcripts/High School transcript/Diploma/GED.
5. Training certificates.
6. DD-214 Military Service Record (if claiming veteran's preference).
7. Certificate of Indian Blood or Tribal Identification Copy (if claiming Tribal Preference)

Please mail to: Human Resources Office, P.O. Box 128, Lame Deer, MT 59043.

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

JOB CHARACTERISTICS:

- Nature of Work: Provides education to patients, families, and groups living with diabetes. Provides awareness to youth and adults on living active lifestyles. Promote and organize prevention activities to prevent Diabetes in all age groups, some maybe at risk for Diabetes.
- Personal Contacts: Daily contact with staff and programs. Regular contact with patients, youth organizations, schools, and people seeking wellness and healthy living.
- Supervision Received: Daily contact with supervisor.

AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE: Maintaining activities log and narrative reports. Submission of bi-annual and annual reports to Diabetes Coordinator. Completion of all necessary forms on daily contacts, screening and selfcare.

JOB REQUIREMENTS:

Knowledge: Becomes educated about the disease of Diabetes, risk factors, complications and methods to maintain a healthy lifestyle.

Skills: Computer literate, organizational skills are good. Ability to complete projects; good communication skills working with staff, programs, schools, organizations, and individuals.

Abilities: Be able to demonstrate use of Blood Glucose Monitors, foot and self care, diet, working independently or as team member, Self-motivated; working flexible hours, such as evenings and weekends, as assigned. Take training and attend meetings as required.

JOB PERFORMANCE STANDARDS:

- Will be based primarily upon performance
- Observe working hours and flexibility in work schedule
- Demonstrates punctuality in reporting to work, meetings, etc.
- Performs and completes assigned tasks in a timely manner
- Maintains accurate records
- Prepares and submits timely reports
- Deals tactfully and courteously with the public
- Adheres to standards of confidentiality
- Demonstrates good organizational skills working with patients and staff
- Good utilization of computer system
- Demonstrates the ability to be self-motivated, organized; in carrying out duties
- Complies with all policies and procedures of program
- Demonstrates effective working relationship with co-workers, supervisor, program and public
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EDUCATION AND EXPERIENCE:

The above knowledge, skills and abilities are acquired through a combination of education and experience equivalent to:

1. High School Diploma or GED
2. Experience in working with Native American communities (4 years)
3. A.A. Degree preferred
4. Current Montana Driver's License and insurable
5. Complete and pass background check.
6. Knowledge of Cheyenne language or culture
7. Interest in promotion of healthy lifestyles changes