

**NORTHERN CHEYENNE TRIBE
TRIBAL BOARD OF HEALTH
JOB ADVERTISEMENT
2018**

POSITION: Internship Health Promotions (**5 Intern Positions**) **SALARY: \$12.00 per hour**

DEPARTMENT: Northern Cheyenne Tribal Board of Health

ACCOUNTABLE TO: Internship Health Promotions Coordinator

CLASSIFICATION: Seasonal (Temporary), Regular Full-time, Covered, Non-exempt

OPENING DATE: May 29th 2018

CLOSING DATE: June 12th 2018

1. Submit a completed Northern Cheyenne Tribe application,
2. Up to date Resume
3. (3) Current (within 1 year) letters of recommendations,
4. Tribal certification or Tribal I.D. (if claiming Indian preference)
5. A DD214 (if claiming Veteran's preference),
6. Copies of credentials or certified copy of transcripts and

**Mail to: Northern Cheyenne Tribe, attention: Human Resources Office, P.O. Box 128,
Little Wolf Capitol Building, Lame Deer, MT, 59043**

ONLY COMPLETE APPLICATIONS WILL BE CONSIDERED

SUMMARY OF WORK:

This position **will be** as a participant in the Summer Health Internship Program (SHIP), which is a short-term learning and employment opportunity for recent high school graduates and/or current college students who are interested in a career in any related health field.

JOB CHARACTERISTICS:

Nature of Work: Participants **will be** assigned to work with a specific program under the NCTBH for 40 hours per week for 8 weeks. This position **will receive** opportunities for skills training, team building, and cultural enrichment throughout the program.

Personal Contacts: The incumbent **works** with NCTBH Directors, Supervisors and staff.

Supervision Received: General supervision by the Internship Health Promotions Coordinator.

Essential Functions: The incumbent **must** participate in the SHIP training, activities and work related to the respective program the incumbent is assigned.

AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:

The incumbent **must** adhere to regular work hours as set by the SHIP. The incumbent **may be required** to work on holidays and weekends to complete projects or tasks. The incumbent **will** adhere all Tribal laws, Tribal Government Policies and NCTBH procedures while participating in the SHIP. The incumbent **will** adhere to HIPAA, CFR Code 42, and all other privacy laws and confidentiality policies.

JOB REQUIREMENTS:

Knowledge: This position **requires** knowledge of the organizational structure of tribal health departments and **be familiar** with the tribal health care systems and functions.

Skills: This position **requires** some skills in office management including telephone etiquette, clerical, computer software/hardware, and other office equipment. **Must** have good communication skills both oral and written.

Abilities: This position **requires** the ability to follow directions, solve problems, work with team members, and adhere to strict standards of confidentiality. This position **will require** work in the field and a degree of physical condition, which **requires** lifting up to fifty (50) pounds.

EDUCATION AND EXPERIENCE:

- **High school diploma or G.E.D. from 2018 required.**
- **Proof of college enrollment and/or an acceptance letter from an accredited college or university.**