

NORTHERN CHEYENNE TRIBE  
TRIBAL HEALTH PROGRAMS

**POSITION:** Outreach Worker (X2)

**Salary: \$14.04-\$17.00 per hour**

**DEPARTMENT:** Northern Cheyenne Board of Health

**ACCOUNTABLE TO:** CHR Director

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

**OPENING DATE: July 11, 2024**

**CLOSING DATE: July 24, 2024 at 4PM**

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

**Submit the required documents to the Human Resources Office located at the Little Wolf Capitol Building at the Security Desk, or mail to the Northern Cheyenne Human Resources Department at P.O. Box 128, Lame Deer, Montana 59043, or you can call (406) 477-4825 to email or fax.**

**ONLY COMPLETE APPLICATIONS WILL BE CONSIDERED**  
**(applicant will be notified of any missing documents)**

**SUMMARY OF WORK:** Makes home visits to determine the health care needs of members of the Northern Cheyenne Tribe. Serves a liaison between tribal members and the health care delivery system. Delivers medications and medical supplies to member of the Northern Cheyenne Tribe. Provides in office screenings (Vital signs and blood sugars) and education to patients.

**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, 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 and 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 and counsels health care needs. Makes 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/clients. These include blood pressure, heart rate, O2 saturation, temperatures, and blood sugars. Assist PHN's in changing dressings on wounds and with other medical related problems. Can provide basic first aid to wounds. 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. Will need to assist with lifting clients to and from vehicles if necessary. **Must be able to lift 75+ pounds.**
- Ensures that medications are properly taken. Delivers medication and provides follow up on the need for refills.
- Provides basic chore services for clients when needed: cooks, sweeps, wash dishes, take out trash, wash/dry clothes, bathing, cut nails, wash hair, do fire-prevention, etc.
- 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 screenings at community schools and head start.
- Delivers batteries for hearing aids and medical equipment to community members when necessary.
- Translates Northern Cheyenne Language to English when necessary.
- Deals with individuals who are angry with the health care system. Provides reassurance to clients.
- Performs other related duties as required.

## **JOB REQUIREMENTS**

**Knowledge:** This position requires knowledge of but not limited to: general medical practices such as taking vital signs (blood pressure, heart rate, o2 sat, and temperature) and blood sugars. Also includes, first aid and CPR; counseling, basic computer skills and language of the northern Cheyenne.

**Skills:** This position requires skill in applying First Aid, CPR and 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; exercise patience and tolerance; 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, prepares and submits 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 with body fluids.
- Competently assists in clinics and screenings.
- Deals tactfully and courteously with clients and the public.
- Observes regular and extended work hours when necessary. This may include working when administrative leave is granted.
- Demonstrated punctuality in arranging and meeting appointments 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
- Knowledge of computers to do PCC Data and Entry into RPMS.
- **CPR (Heart Savers, BLS, etc.) Certified is preferred (Must obtain within 4 months of hire)**
- **Certified Nursing Assistant License is preferred (Must obtain within 6 months of hire).**
- **Must possess a valid Montana's driver's license.**
- **Must provide a copy of a driving record (<https://dojmt.gov/driving/driving-records/>).**
- **Must be able to pass a Federal background check (must complete within 3 months of hire).**
- Must agree to drug screenings.
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## **PREFERNCE IN HIRING:**

In accordance with the hiring preference policy of the Northern Cheyenne Tribe, first preference in hiring for this position will be given to qualified enrolled members of the Northern Cheyenne Tribe. (Attachment of Tribal Identification or Enrollment Certification must be provided)