

**NORTHERN CHEYENNE TRIBAL HEALTH DEPARTMENT**  
Northern Cheyenne Wellness Center  
Position Description

**POSITION:** Diabetes Medical Technician

**DEPARTMENT:** Northern Cheyenne Wellness Center

**ACCOUNTABLE TO:** Northern Cheyenne Wellness Center Supervisor/Director

**CLASSIFICATION:** Full time

**OPENING DATE:** February 16, 2023

**CLOSING DATE:** March 1, 2023 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:** The Diabetes Medical Technician will assist with the prevention of diabetes through education, awareness and activities in the communities, and work as a team member with the Northern Cheyenne Wellness Center.

**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. Assistant Diabetes Nurse(s) by taking blood sugar, blood pressure and health history and other duties as assigned.

This position performs food demonstrations, they must initiate food requisitions to purchase foods and related supplies, clean all cooking utensils after the demonstrations. This position will also conduct healthy food choices demonstrations, prepare materials and documents, and prepare informational poster. Technician will also make monthly and quarterly reports on all activities, the number of participants and the types of demonstrations and presentations made. Technician will also formulate memorandum of agreements with other reservations programs, agencies, and entities in the areas of making those demonstrations and presentations regularly.

This position assists the podiatrist and in Podiatry Clinic: provide basic foot care, organizing and storing supplies, restocking exam rooms, setting up instruments, sterilizing instruments, scheduling appointments and other duties as assigned.

**Personal Contact:** This position will have daily contact with staff and programs. Regular contact with patients, youth organizations, schools, health professionals and people seeking wellness and healthy living.

**Areas of Job Accountability and Performance:** Will work with diabetes patients and community persons, special interest groups for diabetes awareness public relations projects. 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:** This position requires knowledge of office machines, i.e., personal computers, copies, fax machines. Computer literate. 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. This position requires the ability to make public speaking presentations in the areas of diabetes friendly food preparations, demonstrations and purchases, calorie counting and other related information.

**Job Performance:**

Evaluation of this position will be based primarily upon the performance of the preceding requirements and duties.

- 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

- Food Demonstrations – preparations, purchase, content and assisting with clean up.
- In-service training – participation as a team member in program training, seminars, and projects and conduct with other staff, patients and community members.

**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. Minimum of two (2) years' experience with a personal computer, area of concentration is with Microsoft and all its applications and general interest in health promotion activities.
3. Current Montana Driver's License and insurable
4. Complete and pass a background check.
5. Knowledge of Cheyenne language and/or culture.
6. Interest in promotion of healthy lifestyle changes.
7. COVID-19 vaccination strongly recommended due to close contact with the public.