

NORTHERN CHEYENNE TRIBE
ELDERLY PROGRAM
JOB ADVERTISEMENT

POSITION: Outreach Coordinator

Salary: DOE

DEPARTMENT: Elderly Program

ACCOUNTABLE TO: Elderly Director

CLASSIFICATION: Regular Part Time, Non-exempt

OPENING DATE: September 14, 2022 **CLOSING DATE:** September 21, 2022 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 Elders and Grandparents Raising Grandchildren of the Northern Cheyenne Tribe. Serves as a liaison between elders and the health care delivery system. Delivers needed supplies to elders of the Northern Cheyenne Tribe. Provides health education to elders.

JOB CHARACTERISTICS:

Nature of work: This position performs duties requiring travel in all weather conditions to different homes to provide support and education. Must be able to relate to all people. Deals with sensitive information and maintains confidentiality.

Personal Contacts: Daily contact with the elderly population.

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

AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:

- Makes home visits as directed. Visits elderly who are home bound. Makes referrals to appropriate resources in the community when needed.
- Counsels clients on follow-up visits to health clinics. Arrange transportation.
- Assists and participates with diabetes in walking clubs and other exercise plans to encourage them to participate in fitness programs.

- Assists Grandparents Raising Grandchildren in a variety of screenings at community schools and head start.
- Performs other related duties as required.

JOB REQUIREMENTS

Knowledge: This position requires knowledge of the various communities and its residents, knowledge of the Tribal Programs and the ability to submit reports on a timely basis

Skills: This position requires skills in the use of office equipment, public speaking, and have good public relations skills.

Abilities: This position requires good oral and writing skills, conduct themselves in a professional manner at all times, demonstrate patience and courtesy when assisting the handicapped and elderly.

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 Data.
- Serves as a liaison and advocate for clients.
- Adheres to standards of confidentiality- HIPAA
- Demonstrates ability to handle stressful situations.
- Deals tactfully and courteously with clients and the public.
- Observes regular and extended work hours when necessary.
- 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.

EDUCATION AND EXPERIENCE:

- High School Diploma
- Must possess a valid Montana's driver's license.