



Shoshone Tribe
Human Resource Dept.
P.O. Box 538
Fort Washakie, WY 82514
Phone: (307) 332-2005, Ext. 160
Fax: (307) 332-9883

NOTICE OF EMPLOYMENT

POSITION: Community Outreach CNA
DEPARTMENT: Tribal Health
SUPERVISION: Community Outreach Nurse Supervisor
SALARY: \$15.00 per hour/40 hours per week/M-F
OPENING DATE: May 8, 2019 **CLOSING DATE:** Until Filled

POSITION SUMMARY:

The Community Outreach CNA is a paraprofessional position that provides In-Home care services for at risk patients with multiple comorbid conditions in the Fort Washakie area. Under the direct supervision of the Community Outreach Nurse Supervisor the Community Outreach CNA observes clients, reporting these observations and documenting observations and care performed. This position will be supported through continuous training and assigned in a manner which promotes quality, continuity and safety of a client's care.

DUTIES AND RESPONSIBILITIES:

- Provides personal care which may include:
 - a. Assisting with dressing and undressing
 - b. Assisting with toileting activities
 - c. Skin care to prevent breakouts
 - d. Assess clients living area and provide support if necessary.
 - e. Help clients access needed resources from multiple support services.
- Education to help prepare nutritious meals, following dietary requirements as instructed from care plan.
- Takes and records client's vital signs, temperature, pulse, respiration, blood pressure, glucose readings (with appropriate completed/demonstrated skills competency).
- Assists in ambulation and exercise according to care plan.
- Performs range of motion or other simple procedures as an extensional therapy service when required (with appropriate completed/demonstrated skills competency).
- Transports clients for medical appointments in-state and out-of-state.
- Performs light house cleaning and laundry, as appropriate.
- Meets safety needs of client's and uses equipment safely and properly (i.e., foot stools, side rails, etc.).

- Maintains records of observation, progress, activities and other pertinent client information utilizing the Patient Care Component (PCC) for the entry into the Resource Patient Management System (RPMS) data system.
- Adheres to the programs documentation and care procedures; maintains confidentiality and HIPAA compliance.
- Attends all required trainings, meetings, and/or conferences. Maintains paraprofessional development, through continued education and on-the-job training; maintains required certifications.
- The Tribe's commitment to community service and the well-being of its members, each employee maybe subject to perform other duties not related to their regular responsibilities.
- Conducts home visits and screenings.
- Collect and report data for prevention, classes, home visits, and screenings.
- Coordinate and collaborate with other programs to establish community and individual events in regards to health education, diabetes prevention and health lifestyle.

PHYSICAL REQUIREMENTS:

- Will be required to sit and stand.
- May use hands and/or fingers handle or feel; reach with hands and arms; and talk or hear.
- May frequently be required to walk. Occasionally be required to stand, stoop, kneel, crouch or crawl.
- Will assist with ambulation which requires using leverage to lift and/or move clients.
- Will be required to lift and/or move up to 50 lbs. to assist with transfers.

QUALIFICATIONS:

- Must have a Wyoming C.N.A license approved by the State of Wyoming.
- Required to possess a valid driver's license and have clearance for coverage under the Tribe's auto insurance plan.
- Must be able to pass criminal background check under the Indian Child Protection and Family Violence Act and the Adam Walsh Law. Permanent employment status will be contingent upon the results of the background investigation.
- CHR certification within the first 90 days of employment and re-certification required
- Must be first aid and CPR Certified within the first 90 days of employment
- Understand the rules and regulations of HIPAA and the importance of Confidentiality.
- Must have computer skills to complete the required program medical records that apply to RPMS.
- Strong organizational, written and verbal communication skills.
- Highly motivated to work with community members and provide health education to individuals to become self-responsible for their health care condition.
- Knowledge of diabetes prevention, cardiovascular/heart disease prevention, health and wellness education, and treatment services.
- Must be willing to work in a team environment and/or lead

- Must maintain strict confidentiality of all information process through the department including records, reports documents, conversations, etc.

APPLICATION REQUIREMENTS:

- Submit a complete application with supporting documents to the Eastern Shoshone Tribe, Human Resource Department, P.O. Box 538, Ft. Washakie, WY 82514.
- Applicants that state “See Resume “ for employment history must have the following the information listed on the resume:
 - Dates of previous employment
 - Reason for leaving previous employment
 - Hourly rate of previous employment.
- Applications are available online at easternshoshone.org and can be sent via email to menos@easternshoshone.org or faxed to 307-332-9883 until 4:45 PM on the closing date.
 - **Supporting documents:** Driver’s License, Tribal ID, High School Diploma/GED, Degree or professional credentials and other supporting documents that verify required qualifications.
- Applicants who have a current application with supporting documents on file **must** submit a letter of interest. The letter should address how you meet each qualification.
- **Telephone calls are not accepted in place of an employment application or letter of interest.**
- Preference will be given to a qualified Eastern Shoshone tribal member, then other qualified federally recognized Indian tribal members and then other qualified candidates. Applicants must submit a copy of Tribal Enrollment card or CIB for Indian Preference.
- Veterans who meet the minimum qualifications and provide documentation of an honorable discharge (DD214) from any branch of military service are entitled to receive preference points during the interview process.
- Applicants being considered for employment will be required to pass an alcohol and drug test and a background check. Refusal to take the test or testing positive will render the applicant ineligible for employment with the Eastern Shoshone Tribe for 60 days.