



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: Diabetes Outreach Worker
DEPARTMENT: Tribal Health
SALARY: DOE
OPENING DATE: June 27, 2018 **CLOSING DATE:** Open Until Filled

POSITION SUMMARY:

This position will conduct outreach services to enroll patients diagnosed with diabetes, at-risk of diabetes, and/or family members to participate in Diabetes Self-Management Education classes and follow-up activities, as well as arranging and serving as the facilitator for the DSME classes and assisting with home visits, appointments, transportation, and other support to assist people with diabetes to obtain services.

QUALIFICATIONS:

- High School Diploma or GED.
- Associates Degree in the health field or Certified Nurse Assistant or four (4) related education and work experience in the delivery of community health services.
- Strong computer, communication and interpersonal skills.
- Ability to work independently and be self-motivated (often in field).
- Must possess a valid driver's license and be insurable through the Tribes insurance carrier.
- Must be able to pass a criminal background under the Indian Child protection and Family Violence Act and the Adam Walsh Act.
- Must be able to lift over 25lbs.
- CPR and First Aid Certified within 90 days of employment.

DUTIES AND RESPONSIBILITIES

- Assessing the client's needs for health and wellness services.
- Conducting and collecting data basic screening, screenings, home visits, and self-management classes.
- Provides blood glucose, blood pressure and cholesterol screening, information and referral and care coordination to high-risk clients
- Collect data for prevention, BMI's, and physical activities and conduct prevention presentations.
- Coordinate and collaborate with other programs to establish events for youth and adults

involved in diabetes prevention and how to obtain a healthy lifestyle.

- Maintain files for CHR, Diabetes Program and submit PCCs and Monthly reports as required.
- Will transport clients for medical appointments for all departments under Tribal Health when necessary.
- Clean and maintain GSA/Tribal Vehicles.
- Other duties as assigned by immediate supervisor to carry out the functions of the position.
- Maintains strict confidentiality of all information processed through the Human Resource 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.

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 are 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 for each position in which you want to be considered for. 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.