



*Human Resource Department  
PO Box 538  
Fort Washakie, WY 82514  
Phone: (307) 332-2005  
Fax: (307) 332-9883*

## **NOTICE OF EMPLOYMENT**

**POSITION:** GHWIC Community Outreach Worker  
**DEPARTMENT:** Tribal Health  
**SUPERVISION:** Tribal Health Director  
**SALARY:** DOE

**OPENING DATE:** December 14, 2020

**CLOSING DATE:** December 29, 2020

### **POSITION SUMMARY:**

Provide and manage GHWIC heart health education/outreach program that help individuals, families, and their communities maximize and maintain healthy lifestyles. Collect and analyze data to identify community needs prior to planning, implementing, monitoring, and evaluating program designed to encourage healthy lifestyles and improve health outcomes. May serve as a resource to assist individuals, other healthcare workers, or the community, and may administer fiscal resources for health education programs. Qualified individuals must possess cultural sensitivity for the Native American community, and/or willing to learn about culture to effectively deliver prevention and awareness education.

### **QUALIFICATIONS:**

Applicant must have at least 3 years of experience in a healthcare field, excellent communication and computer skills, and working knowledge of health promotion and disease prevention programs. Position prefers R.N./L.P.N. and/or Wyoming State Licensed Nutritionist.

### **DUTIES AND RESPONSIBILITIES**

- Performs other duties as assigned to maintain and enhance the operation of the program.
- Implement medical information into electronic medical record system appropriate for tribal health programs.
- Ensure staff document activities and record information, such as the numbers of applications completed, presentations conducted, and persons assisted.
- Coordinate and present health education and promotion programs, such as training workshops, conferences, and school or community presentations.
- Develop and maintain cooperative working relationships with agencies and organizations interested in public health care.
- Collaborate with health specialists and civic groups to determine community health needs and the availability of services and to develop goals for meeting needs.

- Develop and maintain health education libraries to provide resources for staff and community agencies.
- Provide guidance to agencies and organizations on assessment of health education/outreach needs and on development and delivery of health education/outreach programs.
- Coordinate public health surveys for the heart and wellness pr.
- Design and conduct evaluations and diagnostic studies to assess the quality and performance of health/outreach education programs.
- Provide program information to the public by preparing and presenting press releases, conducting media campaigns, or maintaining program-related web sites.
- Participate and coordinate GHWIC grant applications and grant-related activities to obtain funding for health education programs and related work. Provide direct patient contact where appropriate.
- Coordinating with Indian Health Services.
- Other duties assigned by Director.

### **OTHER:**

- No felonies or DUI Convictions within the last 5 years.
- Must have a valid driver's license.
- Must be first aid and CPR Certified within the first 90 days of employment.
- Must be physically able to meet duties required of job.
- Must be able to lift at least 40 lbs.
- Must submit to pre-employment and random drug test.
- Must comply with a background check.
- Understanding of HIPPA compliance.

### **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](http://easternshoshone.org) and can be sent via email to [saragon@easternshoshone.org](mailto:saragon@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.