



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

NOTICE OF EMPLOYMENT

POSITION: Diabetes Outreach Worker
DEPARTMENT: Tribal Health
SUPERVISION: Community Health Coordinator
SALARY: Depending on Experience
OPENING DATE: May 16, 2023 **CLOSING DATE:** Open Until Filled

POSITION SUMMARY:

The Diabetes Outreach Worker will conduct outreach services to enroll patients who are diagnosed with diabetes. Providing services to individuals who are 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.

DUTIES AND RESPONSIBILITIES

- Conduct and collect data for screenings, home visits, and self-management classes.
- Collect data for prevention, BMIs, and physical activities.
- 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.
- Will be under the direct supervision and support of the Community Health Coordinator.
- Will assist other co-workers if necessary.
- Maintain files for CHR and Diabetes Program.
- 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 Community Health Coordinator and Tribal health Director.

QUALIFICATIONS:

- Excellent Communication, Planning, Problem solving and computer skills.
- Must have the ability to work with a team and work with community members of all ages.
- Knowledge of disease prevention, intervention and health education and must comply with HIPAA and patient confidentiality.
- Prefer two years' experience in health or a health-related field and/or a CNA certification and high school diploma or GED.
- CPR and First Aid certified within 90 days of employment.
- Must submit current driving report from DMV upon application submission.
- Ability to maintain dependable attendance and reliability.

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 rferris@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.

APPLICATION REQUIREMENTS:

MUST COMPLY WITH HIPAA PRIVACY RULE AD MUST MAINTAIN STRICT CONFIDENTIALITY OF ALL INFORMATION PROCESSED THROUGH THE HUMAN RESOURCE DEPARTMENT INCLUDING RECORDS, REPORTS, DOCUMENTS, CONVERSATIONS. ETC. A breach of confidentiality will subject to appropriate disciplinary

action, up to and including dismissal from employment.