



*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:** July 25, 2024 **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](http://easternshoshone.org) and can be sent via email to [rferris@easternshoshone.org](mailto: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 AND 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.