



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

NOTICE OF EMPLOYMENT

POSITION: Community Health Worker
DEPARTMENT: Eastern Shoshone Tribal Health
SUPERVISION: Eastern Shoshone Tribal Health Director
SALARY: Depending on Experience
OPENING DATE: October 2, 2024 **CLOSING DATE:** Until Filled

POSITION SUMMARY:

This position is under the direct supervision of the Community Health Coordinator and Tribal Health Director. Z.O.N.E.

Z.O.N.E Fitness Monitor will promote wellness, quality of life improvement, chronic disease education and lifestyle changes with the community. Provide support fitness groups and individualized physical activities that can be monitored and documented with PCC documentation. Help clients and community build skills and improved life style management abilities. Coordinate with personnel of all functions of the Z.O.N.E. Fitness Center. Collaborate with Diabetes program to help implement community and group educational classes in fitness/or diabetes curriculums.

DUTIES AND RESPONSIBILITIES

Z.O.N.E Fitness Center

- Meet and greet every incoming client/member and perform the intake process if necessary.
- Open and close the Z.O.N.E. Fitness Center per schedule.
- Perform daily duties such as cleaning, emptying trash, and folding towels.
- Record daily membership information.
- Maintain safety at the fitness center for self and others.
- Maintain security around the fitness center.
- Monitor and assist clients/members who are exercising in the fitness center.
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Community Health Representative (CHR). CHR duties performed when needed.

- Collect data for prevention, classes, screenings, BMI's, and physical activities.
- Coordinate and collaborate with other programs to establish events for youth and adults involved
- in chronic disease prevention and how to obtain a healthy lifestyle.
- Develop and implement appropriate physical activity programs and schedules for the health program and community.

- Enter data into tracking database.
- Recruit and monitor participant's specific to program funded grants/contracts such as but not limited to the Special Diabetes Prevention Initiative goals and objectives.
- Provide support to the Community Health Coordinator for all Special Diabetes Program.
- Report program operational information and activities to the Community Health Coordinator and Tribal Health Director.
- Maintain client files and necessary documentation for grant purposes.
- And other duties as directed by ESTH Director.

Other

- No felonies or DUI Convictions within the last 3 years.
- CHR certification within the first 90 days of employment and re-certification required
- Must have a valid driver's license.
- Pre employment drug test required
- Must be first aid and CPR Certified within the first 90 days of employment
- Must be willing to work in a team environment
- Must be able to lift at least 40 lbs
- Will be subject to random drug tests
- Must be 21 years of age or older.
- Must have a High School Diploma or G.E.D.
- Must train towards Physical Fitness Specialist position within 6 months of employment.
- Complete Life Coach Certification
- Exercise professionalism and ethical conduct through Honesty, Integrity, Respect, Trust and Accountability.

PERFORMANCE STANDARDS AND EVALUATION FACTORS INCLUDE BUT NOT LIMITED TO:

- A 90 Day evaluation, yearly progress evaluation based upon the Tribal Human Resources Standard Evaluation Policy Form.

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 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 lmorgan@easternshoshone.org 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 HIPPAA 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.