



Spirit Lake Tribe  
P.O. Box 359  
Fort Totten, North Dakota 58335  
[karenj@spiritlakenation.com](mailto:karenj@spiritlakenation.com)

<b>Job Title:</b>	<b>Healthcare Outreach Worker</b>	<b>Open Date:</b>	<b>July 1, 2019</b>
<b>SLT Program:</b>	<b>Tribal Health</b>	<b>Close Date:</b>	<b>Until Filled</b>

**Position Objective:** Individual will provide home health care and refer individuals in need of care to the proper resource/program/service, and explain available health programs, explain health policies and procedures that community members must abide by when seeking health care. Will organize community health promotion and disease prevention events in concert with other colleagues and facilitate the learning.

### Major Duties & Responsibilities

- Works as a Team player under the direction of the PHN/CHR Program Director and Lead CHR Outreach Worker.
- Works directly with PHN's and other CHR's to provide health care services to targeted and recently discharged hospital patients, will conduct home visits to determine needs of the patient and their family, as driven and dictated by an individualized plan of care (or treatment plan) based on the assessment.
- Implements the plan of care as directed by a physician and/or his/her designee by performing demonstrated paraprofessional skill sets as within the Scope of a North Dakota Certified Nursing Assistant (CNA) and/or the individual Certified by the Indian Health Service in the CHR Core Standards. Tasks may include assisting with activities of daily living (ADL's), bathing, obtaining blood pressure, temperature, measurements and other data and developing information on health history, diet history and family health issues. Updates plans as guided by the state and federal regulations.
- Collaborates with other health programs for health promotion and disease prevention events in concert with other colleagues and facilitate the learning. Examples: immunizations, well baby clinic, safety in the home, use of machinery/automotive, medication/drug storage, proper sanitation and maintenance of personal habitat and grounds, health hazards of behavior: Alcohol, cigarette smoking, poor eating habits and poor hygiene
- Maintain Health Insurance Portability and Accountability Act (HIPAA), Information Systems Security Awareness (ISSA) Annual Compliance, along with current CNA and Emergency Medical Responder (EMR) license and certifications.
- Will assist other CHR's, PHN's, OEH and Tribal Programs with injury control, building inspections, community disaster plan, food quality, communicable disease control, pest control, community clean up and rabies control
- Help identify health needs in the community
- Will utilize knowledge based on basic anatomy and physiology, normal baseline values, basic medical terminology, basic nutritional and dietary needs, disease etiology, community organizations and understanding of the local resources and the norms of Spirit Lake tribal beliefs and customs
- Provides case management and coordinates services as within certified scope of practice

- Provides education to clients and families relative to parenting, nutrition, health care, prenatal care, breast feeding, safety, substance abuse, communicable diseases, and other subjects as needed by client
- Distributes educational and informational materials on health issues such as, but not limited to: smoking, obesity, diabetes, depression, substance use, immunization, hypertension, STDs, HIV/AIDS, heart disease and nutrition
- Attend necessary community activity and/or meetings involving collaborative health efforts for community and/or service population
- Provide home visits utilizing the case management model and as ordered and directed by the Primary Care Provider/Medical Provider/ his/her/ designee and expressed in a Plan of Care or Treatment Plan
- Attend all staff/professional meetings as required
- Other Duties as may be assigned by the PHN/CHR Program Director or Lead CHR Outreach Worker.
- Will provide non-emergency transportation to medical appointments during the weekday, and evening hours for patients in accordance with state, tribal and federal regulations, must serve as a patient escort as needed.
- Aid in loading/unloading via the stairs or lift(s) mechanisms including securing wheelchairs, oxygen bottles, harness, seatbelts, car seats, band and athletic equipment or luggage dictated by route assignment and need.
- Perform pre-trip inspections on vehicles including examining the engine compartment, testing brakes and inspecting the chassis, interior and exterior of the vehicle. Fuel, service & clean vehicle in accordance with Tribal, state and federal regulations and policies. Report damage and malfunctions as required by Tribal policy & procedures.
- Perform routine office tasks, such as typing, filing, proof reading, & maintenance of service and mileage logs, Enter daily PCC diagnostic patient specific data into the official patient medical record (PMR) through the RPMS (Resource and Patient Management System) CHR Component
- Maintains a professional presentation of self and work station, also maintains patient control and discipline that ensures the safety of all vehicle passengers.

#### **Qualifications, Experience and Education Required:**

- Education: Certification as a Certified Nursing Assistant (CNA)
- Emergency Medical Responder (EMR) Certification or be willing to obtain within 3 months of date of hire.
- Demonstrated skill set: First Aide/CPR; vital sign/equipment use; assessment/ referral skills; report verbally and written (subjective/objective) assessment plan; investment skills; teamwork; and advocacy
- HIPAA, First Aide, CPR Certified (if not current, will be current within three (3) months of hire)
- Must possess and maintain a current, valid, active and unrestricted North Dakota Driver's License throughout the course of employment, as well as, proof of automobile insurance

- Must have excellent leadership and communication skills, both verbally and written, be courteous and tactful
- Must be amenable to constantly shifting work environment and work schedules with high stress levels
- Must maintain all continuing Education Units as may be required for licensure and/or certification in specialty field of study
- Ability to maintain confidentiality with regard to all phases of the job duties
- Ability to learn new software systems for application in management in the health care system
- Have understanding of Native American population culture, belief system, living experiences
- Understanding of Indian Health Service 638 Contracts/Compact, Grants Compliance
- Must be 18 years of age, (minimum).

**Performance Expectations:**

**In performance of their respective tasks and duties all employees of the Spirit Lake Tribal Health Department are expected to conform to the following:**

- Uphold all principles of confidentiality and patient care to the fullest extent
- Interact in an honest, trustworthy, and dependable manner with patients/clients, employees and vendors, Possessing cultural awareness and sensitivity
- Must have enthusiasm, compassion, tact, a sense of detail in the supervision of others and the initiative and creativity needed to develop and improve programs and services for the diverse needs of the population served
- Meet or exceed the performance standards as set out by the organization or direct supervisor
- Work independently and a team member; consistently demonstrating professionalism, courtesy, efficiently, excellent internal and external customer service, high ethical standards and behavior that contribute to harmonious relationships
- Willingness to learn new skills and participate in training sessions, including maintaining of CEUs
- Must comply with all Spirit Lake Tribe Health Department Policy and Procedures and Spirit Lake Tribe Employee Policies, Follow all safety rules and procedures for the work area
- Must be able to work in the field, travel from site to site and work through inclement weather conditions other any other factors which negatively impact the conditions of your position & be willing to work more than eight hours per shift when required, perform job duties under all conditions.
- Must be willing to complete the EMR certification and stay current with certification per ND State Registration for EMR's.
- Must be able to perform the functions of this position with or without direct supervision, must have strong ethic of being timely, & dependable.
- **The Spirit Lake Tribe will perform background checks and drug screenings**

**Job Role:**

Outreach Worker

**Company Industry:**

Spirit Lake Tribal Health

<b>Employment Status:</b>	<b>Full-time</b>	<b>Supervision</b>	CHR Director/DPHN
<b>Monthly Salary Range:</b>	DOQ	<b>Manages Others:</b>	No
<b>Number of Vacancies:</b>	<b>3</b>		
<b>Please Send Application to:</b>			
<b>Name:</b>	Spirit Lake Human Resource Department	<b>Email:</b>	<a href="mailto:ndemarce@spiritlakenation.com">ndemarce@spiritlakenation.com</a> or <a href="mailto:normar@spiritlakenation.com">normar@spiritlakenation.com</a>
<b>Address:</b>	P.O. Box 97	<b>State</b>	North Dakota
<b>City:</b>	Fort Totten, North Dakota	<b>Zip/Postal Code:</b>	58335
<b>Phone:</b>	701-381-0204 or 701-381-0361	<b>Fax:</b>	701-766-1272
<b>Application Procedure</b>	Complete application/Completed resume/Application materials must clearly explain how experience and education are related to minimum qualifications and job duties. Copy of Credentials /License/Copy of college transcripts/copy of valid driver's license/Names, addresses, phone numbers and permission to contact three references/If seeking Indian Preference a copy of Tribal Enrollment must be attached/ If seeking Veteran's preference must include Form DD214/Authorization signature will be required for background check and drug testing.		