



**Spirit Lake Tribe**  
**P.O. Box 359**  
**Fort Totten, North Dakota 58335**  
**slthr@spiritlakenation.com**

**Job Title:**

**Healthcare Outreach Worker**

**Open Date:**

**January 19, 2018**

**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**

- 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
- Organize community 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
- Enter or assist Data Coordinator in entering diagnostic patient specific data into the official patient medical record through the use of the CHR component of the RPMS (Resource and Patient Management System)
- Arrange for police/ambulance transport in accident or emergency situations
- Complete all PCC and daily reporting whether data input on form and physical paper records
- Maintain an active list of clients sorted by geographic area to facilitate (routine) home visits scheduling. Other relevant information such as alternate power source needs, medication needs, oxygen dependent recipients, etc. May be added as needed. Maintain an active list of clients sorted by geographic area to facilitate home visits scheduling and staging of services, safety checks and evacuation of clients during or as a result of a catastrophic event
- Will assist other CHRs 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 conduct home visits to determine clients needs. Complete physical assessment as driven and dictated by a treatment plan or plan of care. Tasks may include obtaining blood pressure, temperature, measurements and other data and developing information on healthy history, diet history and family health issues
- 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
- Implements individualized plan of care (or treatment plan) based on the assessment. Implements the plan of care as directed by the Medical Director and/or his/ her designee by performing demonstrated paraprofessional skill sets as within the Scope of a North Dakota certified Nursing

Aide-Assistant and/or the individual Certified by the Indian Health Service in the CHR Core Standards. Updates plans as may be guided by the state and federal regulations

- Provides case management and coordinates services as within certified scope of practice
- Conducts health assessment in clinics, including conducting physical assessments, obtaining blood pressure, temperature, measurements, and other data and developing information on health history, diet history and family health status. Assists in the administration of immunizations, educates clients on potential side effects, and monitors for adverse reaction. Reads and interprets lab reports, administer urine pregnancy tests, and performs a variety of related procedures in clinics. All with 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
- Provides or oversees and directs home visits and health assessment for newborn infants. Pregnant woman and other clients
- Participates in various community activities related to the promotion of health and prevention of disease
- Participates in quality improvement efforts such as chart audits, tuberculosis review, disaster drills, and OSHA, blood borne pathogens, and other training
- Ensures that clinical documentation regarding patients/clients is kept secure and confidential and maintained consistent with Spirit Lake Tribe Health Department Policy and Procedures or as may be guided by the Indian Health Service (applicable) policy and procedure
- 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
- Assists with face-to-face counseling services in Tobacco Sensation for pregnant women. Such counseling services will follow any guidelines as set out by the North Dakota Medicaid Program for Tobacco Cessation education for pregnant women.
- Performs those screening for risk assessment of adults and children dealing with general medical, women's care, chronic diseases and HIV/AIDS risk assessment and risk reduction. Within Scope of Practice
- Adhere to GPRA performance indicators related to the delivery of services.
- Assists with health promotion/disease prevention activity in districts.
- 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
- Disseminate health and human, program related information throughout the Spirit Lake community
- Maintain compliance with all grants and contracts
- Maintain compliance with all plans as represented by Risk Management. Infection control, etc...

- Maintain documentation of all encounters utilizing ICD-9 or 10 and CPT codes for data management systems
- Attend all staff/professional meetings as may be required.
- Other Duties as may be assigned by the Health Director/Planner
- 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.
- Monitor passengers for any medical or behavioral problems, administer First Aid/CPR and issue written reports as required. Notify your supervisor immediately of any non-routine occurrences/conditions.
- 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.
- Enter transports & Contacts into data system.
- Perform pr-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.
- Follow route directions, coordinate & maintain accurate descriptions of patient stop locations & times with Medical Transportation Services.
- Coordinate with Medical Transportation Services Scheduler Dispatcher in person, radio, or telephone to accommodate any route changes, patient issues, or special requests.
- Perform routine office tasks, such as typing, filling, proof reading, & maintenance of service logs & data entry.
- Maintains a professional presentation of self and work station, also maintains patient control and discipline that ensures the safety of all vehicle passengers.
- Safety first! Weather or road conditions may cause the Spirit Lake Health Department to cancel the scheduled transportation appointment, in such instances the transporter will call the client, and the client must have contact information.
- Maintain compliance with all grants, contracts, & plans as represented by Risk Management & Infection Control, etc.
- Contribute to the reporting requirements as required for the Diabetic Grant as funded by the Indian Health Service or any reports as may be required by the Health Director-Planner (includes monthly & annual reports), other duties as may be assigned by the Health Director-Planner.
- Principles of record keeping.

#### **Qualifications, Experience and education required:**

- North Dakota Certified Nursing Aide-Assistant

- 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
- HIPPA, 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
- Must have excellent communication skills both verbally and written
- Must have excellent leadership skills
- 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 be courteous, tactful and cooperative throughout the work day
- 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 working knowledge of local reservation, its resources, needs and people
- Have understanding of Native American population culture, belief system, living experiences
- Understanding of Indian Health Service 638 Contracts/Compact, Grants Compliance
- Functions & other requirements: Bi-lingual, English and Traditional Language.
- Must be 18 years of age, (minimum).
- Must be able to meet federal commercial medical requirements in 49 CFR 391 and submit a medical certificate.

**Performance Expectations:**

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

- Uphold all principles of confidentiality and patient care to the fullest extent
- Adhere to all professional and ethical behavior standards of the healthcare and social services industry, must be compliant with HIPPA
- Interact in an honest, trustworthy, and dependable manner with patients/clients, employees and vendors
- Possess 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
- Perform related duties and responsibilities as assigned by the Governing Body
- 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.
- Must 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/EVOC 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**

<b>Job Role:</b>	Outreach Worker	<b>Company Industry:</b>	Spirit Lake Tribal Health
		<b>Closing Date:</b>	<b>February 5, 2018</b>
<b>Employment Status:</b>	Full-time	<b>Supervision</b>	CHR Director
<b>Monthly Salary Range:</b>	DOQ	<b>Manages Others:</b>	No
<b>Number of Vacancies:</b>	2		
<b>Please Send Application to:</b>			
<b>Name:</b>	Spirit Lake Human Resource Department	<b>Email:</b>	slthr@spiritlakenation.com
<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>	701-766-1203 or 701-766-1215	<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.		