

# JOB ANNOUNCEMENT

**POSITION:** Health Educator

**PROGRAM:** Tribal Health

**SUPERVISOR:** Certified Diabetes Educator

**SALARY:** Grade 21 Step 1; \$43,014 Annual

**CLASSIFICATION:** Non-Exempt

**LOCATION:** Owyhee, Nevada

**OPENS: March 4, 2020**

**CLOSES: April 1, 2020**

**SPECIFICATIONS:** All applications must be fully completed. Any incomplete, undated or unsigned applications will not be processed (Do not refer to the resume in lieu of making required comments on the application) Please attach all required documentation as specified in the Job Announcement. **Failure to attach required documents will disqualify you from consideration for this position.** Employment Applications are available at the Human Resource Department. Any questions regarding this position is to be directed to the Human Resource Department at the above listed telephone number.

Preference for filling vacancies will be given to qualified Indian Applicants in accordance with the Indian Preference Act (Title 25 U.S. Code, Section 472 and 473). However, the Shoshone-Paiute Tribes is an equal opportunity employer and all qualified applicants will be considered in accordance with the provisions of Section 703 (1) of the Title VII of the Civil Rights Act of 1964, as amended.

**The Shoshone-Paiute Tribes application form for employment must be received by the Human Resources Office by 5:00 PM of the closing date of this job announcement.**

All Interview notifications will be made by certified mail. It is your responsibility to notify HR if your mailing address and/or phone number changes.

In accordance with Shoshone-Paiute Tribes' Resolution No. 00-SPR-31, all new employees are required to pass a pre-employment drug/alcohol test.

**THE SHOSHONE-PAIUTE TRIBES RESERVES THE RIGHT TO CONDUCT BACKGROUND CHECKS ON ALL NEW EMPLOYEES. In accordance with Shoshone-Paiute Tribes' Resolution No. 95-SPR-135**

**SPECIAL CONSIDERATION:**

Because of the sensitive and trusted nature of this position, the Health Educator is subject to initial, for cause, and random drug/alcohol testing and a thorough background check. This individual works in patient situations requiring mental alertness and in the course of their employment, regularly comes into contact with children and adults. This person may be required to operate tribal vehicles and/or equipment in the course of their employment.

**Supervisory Controls:**

Position will be under the direct supervision of the Certified Diabetes Educator.

**SUMMARY OF FUNCTIONS:**

INCUBENT will provide Diabetes Self-Management Education within scope of practice and Diabetes Prevention Education to local community and diabetes program participants.

**MAJOR DUTIES & RESPONSIBILITIES:**

1. Work with diabetes care providers to identify and overcome cultural barriers to self-care behavior change.
2. Provide culturally-specific basic health information.
3. Convey diabetes self-management information and healthcare provider recommendations accurately to the person with diabetes.
4. Participate in the evaluation of SPT diabetes program using clinical practice guidelines.
5. Work with the healthcare team using basic concepts of behavior changes to assist person with diabetes with effective self-management.
6. Support people with diabetes in their efforts to make changes in daily routine.
7. Serve as a link between people with diabetes and diabetes healthcare team.
8. Provide evidence based diabetes education/prevention across the lifespan within positions scope of practice.
9. Implement patient contact, appointment and patient follow up.
10. Provide basic lifestyle recommendations, provide support, facilitate communication between the patient and provider and assist with care.
11. Facilitates youth and adult lifestyle change program.
12. Planning for appropriate monthly topics, notifying coordinator of event for advertisement purposes, and providing group facilitation.
13. Participate in chart reviews and audits of diabetic patient under the direction of the Certified Diabetes Educator.
14. Participate in community outreach activities and presentation for the diabetes department to implement the activities of the SDPI program.
15. Supply all bulletin boards with diabetes information monthly.
16. Responsible for Diabetes article in Sho-Pai Newspaper, Article submitted will be on monthly awareness topic as decided by Diabetes Program Coordinator.
17. Responsible for submission on monthly statistics to Certified Diabetes Educator.
18. Deliver comprehensive group fitness program to target population and provide alternatives to at risk population.
19. Responsible for distributing glucose meters and blood pressure cuffs to diabetes patient and coaching them on proper set up and use of equipment.
20. Monitor Wellness Programs success and satisfaction.

21. Position shall coach, motivate, and inspire members at every stage of their fitness journey.
22. Performs other duties as assigned by the immediate supervisor.

**EDUCATION & WORK EXPERIENCE REQUIRED:**

**All proof of required documentation must be attached to the application to qualify for an interview.**

1. Must have a high school diploma or GED required.
2. Must be willing to become a CNA/CHR within 6 months of employment.
3. Must be willing to complete training to become a Level 1 Diabetes Educator within 6 months of employment.
4. Knowledge and ability to use Microsoft and Excel office products.
5. Preference; knowledge or experience with Resource Patient Management System (RPMS)
6. Preference; experience in a health environment setting.
7. Possess organization skills, program development and presentation skills.