

NORTHERN CHEYENNE TRIBE TRIBAL HEALTH PROGRAMS

POSITION: (4 positions) THIP Care Coordinator

SALARY: \$ 29.00 per hour

DEPARTMENT: Northern Cheyenne Tribal Health Improvement Program (THIP).

ACCOUNTABLE TO: THIP Director

CLASSIFICATION: Non-Exempt

OPENING DATE: March 16, 2022

CLOSING DATE: March 30, 2022 at 4PM

How To Apply: Submit a completed application, **RESUME** (3) current (within 1 year) letters of recommendations (one must be past/present employer, Tribal certification or Tribal I.D. (if claiming Tribal preference) a DD214 (if claiming Veteran's preference) and college transcripts, (if claiming college education) to: Northern Cheyenne Tribe, attn. Human Resources Office, P.O. Box 128, Little Wolf Capitol Building, Lame Deer, Mt. 59043

Submit the required documents to the Human Resources Office located at the Little Wolf Capitol Building at the Security Desk, or mail to the Northern Cheyenne Human Resources Department at P.O. Box 128, Lame Deer, Montana 59043, or you can call (406) 477-4825 to email or fax.

ONLY COMPLETE APPLICATIONS WILL BE CONSIDERED

(applicant will be notified of any missing documents)

POSITION DESCRIPTION:

The of THIP Care Coordinator position is part of the THIP program ran by the Northern Cheyenne Tribal Health Programs. The purpose of this program is to reduce incidence of chronic health disease and hospitalizations in high-risk populations by planning and implementing health education services across various locations on the Northern Cheyenne Tribe Reservation and promote the health and emotional wellbeing of the clients.

MAJOR DUTIES AND RESPONSIBILITIES:

- Collaborate with THIP staff, tribal programs, support agencies, and community to determine community health needs. One of those urgent health needs is to educate and assist with the Covid-19 pandemic. Work with early reporting networks that keep public health officials and public health organizations, such as local and state health departments, informed so they can take early preventive measures and communicate with the public.
- Identifies health problems/needs. Plan and implement program efforts for their solution through the involvement of concerned citizens and other health related or related agencies in the community.
- Provide chronic disease management and wellness, using evidenced based strategies (physical activity, health eating, nutrition wellness). Taking special care regarding Covid-19 pandemic protocols.
- Promotes wellness, prevention, and early detection services for chronic disease.
- Must administer and assist with vaccinations as needed.

- Work with Incident Command team as needed.
- Collects, examines, interprets, and applies demographic trend data to public health program planning and program implementation in accordance with accepted practices and procedures. Distribution of PPE to clients and employees as needed.
- Evaluates potential value of all community resources and works toward definite and realistic plans whereby local resources will be coordinated and used to the maximum.
- Stimulates and coordinates appropriate program activities of specialized personnel in nutrition, primary health care, health promotion, injury prevention, culture, diabetes, behavioral health to the end that program activities provide a balanced coverage of health services.
- Prepares and assists in preparation of all technical health education material, visual aids or special project reports for the program; ensures the accuracy and completeness of the same.
- Assists in the pre-testing and evaluation of health education materials to be distributed by the program; ensures compliance with departmental policy and procedures.
- Designs and implements health education training modules and teaching guides for use by staff and volunteers; provides in-service training in use of modules and training.
- Sets-up and maintains resource library for up-to-date health education materials and pamphlets to be distributed by program.
- Plans and assists in planning health fairs, conferences, and workshops on various health topics of interest to the public works in partnership with tribal and community programs.
- Promotes THIP services by preparing pamphlets to be distributed throughout the community and in various clinics.
- Prepares annual reports and ensures the accuracy and completeness of the same.
- Works to improve electronic medical information sharing.
- Will be required to drive to various communities across the reservation.
- Performs other duties as assigned.

1. Knowledge Required by Position

- Knowledge of the concepts of public health and prevention.
- Knowledge of the problems and potential uses of demography and epidemiological methods.
- Knowledge of health educational principles, methods, and motivational techniques.
- Knowledge of community resources and have the necessary know-how to obtain cooperation and coordination of resources.
- Ability to collect, interpret, and use public health statistics for educational purposes.
- Ability to plan, supervise, and execute program prevention actions for chronic disease prevention.
- Ability to establish and maintain effective working relationships.
- Ability to coordinate activities of public, private, and professional groups.
- Ability to communicate clearly and effectively, both orally and in writing.
- Ability to write and prepare technical health pamphlets, training manuals, and audio-visual materials.

- Ability to maintain good health and physical condition sufficient to permit the full performance of the duties of the position.

2. Supervisory Controls

- Works under the direction of the THIP Director. The supervisor instructs the employee on the purpose of the assignment and its scope, limitations, and expected deadlines and priorities. The incumbent works independently but within the framework established by the supervisor.
- The incumbent is expected to utilize initiative and self-reliance in carrying out day to day health education activities of the program. It is understood that deviations from prescribed policy and procedures, unrepresented matters, and problems having an impact on overall program plans will be referred to the supervisor for advice or decision.

3. Guidelines

- The incumbent adheres to THIP, and Northern Cheyenne Tribe Policies and Procedures, and established practices governing program operations. Insures proper adherence to applicable Tribal, State and Federal guidelines. The employee receives authorization from the supervisor for any deviations from established guidelines.

4. Complexity

- Work assignments involve related steps and processes and methods in connection with program assignments such as, the well-defined task of scheduling participants for health education activities within a set schedule and with eligibility and other requirements clearly prescribed.

5. Scope and Effect

- The work involves specific rules, regulations, and procedures to the execution of a segment of work that affects the programs broader scope.
- Work results contribute to the adequacy and effectiveness of the overall activities, program and community services objectives and to the health education and social rehabilitation goals of the program. Activities and services provided by the program directly contribute to the participant's morale, physical, mental well-being and social development.

6. Personal Contacts

- Personal contacts are an important factor in the incumbent's duties. They will be dealing with large numbers and various types and age levels of participants in planning and implementing health education activities to meet the broad range of interest and needs.
- Personal contacts are with program participants and families, program staff, peers and representatives from other community organizations.

7. Purpose of Contacts

- Contact with participants, families, and program staff are for the purpose of giving facts, readily available information and routine assistance regarding typical and conventional program activities.
- Contacts outside the program is to effectively promote program acceptance, participation, and cooperation in all dealings with program participants, paid and volunteer staff, and with the general public through program planning and effective public relations methods and techniques.

8. Physical Demands

- The work may require walking and standing in conjunction with travel and to attend health education activities. May carry light items, such as papers, books, or small parts or drive a motor vehicle. The work does not require any special physical effort.

9. Work Environment

- Indoor, office/community setting; travel to various communities and schools to provide services. The work environment involves everyday risks or discomforts that require normal safety precautions.

10. Minimum Qualification Requirements

- Bachelor's Degree and Nurses licensure **preferred**.
- Must have current Montana Driver's License. Show proof of insurability and clean driving record.
- Must complete Chronic Care Professional (CCP) Health Coach training and pass the CCP certification examination within six (6) months of hire date.
- Must obtain CPR certification within ninety (90) days.