

**Fort Belknap Indian Community
Tribal Health Department
656 Agency Main St Harlem, MT
59526**

PROGRAM: Diabetes Prevention

LOCATION: Ft. Belknap Agency

TITLE: Outreach Technician-Agency

DEPARTMENT: Tribal Health

SALARY: \$17,240

STATUS: Permanent/Full-Time

SUPERVISION RECEIVED: Incumbent receives supervision from the program manager

SUPERVISION EXERCISED: None

GENERAL DESCRIPTION OF DUTIES: Incumbent is a community based, well-trained, medically guided paraprofessional health care provider who will in collaboration with the Fort Belknap Diabetes Prevention Program assist in controlling and preventing diabetes. The incumbent is trained in basic concepts of health care, disease control, communication skills, health planning, and physical fitness to provide outreach services to the individual, family, and community.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES: Includes but is limited to the following:

- Uses tracking forms to make routine home visits to serve the at risk population, which includes glucose monitoring, blood pressure, weight monitoring, physical fitness planning, delivering supplies and general basic care.
- Explain and encourage people to use the health services now available and offer to make appointments.
- Deliver appointments and may also provide transportation to other Diabetes Prevention sponsored events.
- Meet with the Diabetes Coordinator and other outreach technicians to plan and organize daily schedules and work out any issues needing supervisory guidance.
- Encourage exercise and diet therapy as prescribed by health care professionals for tribal members.
- Assist with support group meetings.
- Assist with workshops and teaching sessions that are presented by the program.
- Participate in In-service education programs.
- Maintain appropriate records and submit required tracking forms.
- CPR & First Aid Certified.
- Train, assist, and encourage individual fitness plans.
- Primary contact is with the at-risk patients and their families. The incumbent works closely with co-workers, Tribal Health Staff, School District Personnel, and other Health related personnel.
- Other duties as assigned by supervisor.
- Provide nutrition education to the community.

PURPOSE OF CONTACTS: Contacts are to provide preventive, curative, and rehabilitative services to the Gros Ventre and Assiniboine people at-risk. Extensive amount of education and persuasion are involved to enforce diabetes patient's compliance and behavior modification to prevent the disease.

PHYSICAL DEMANDS & WORK ENVIRONMENT: The position requires extensive periods of walking and driving, constant listening and talking to the dm patient, and an extensive amount of paperwork. Most of the work is performed in the field, which includes patient's homes, surrounding communities, and rural settings.

SPECIAL REQUIREMENTS:

- Must possess a valid Driver's License and ability to obtain a Govt. License
- Must be eligible for inclusion with the Master Tribal Insurance Policy
- Must have a satisfactory annual physical exam
- Must be CPR & First-Aid Certified
- Must comply with the Fort Belknap Community Council Substance Abuse Policy
- Must admit to a criminal background check
- Must have a reliable vehicle and liability insurance

IMMIGRATION REFORM AND CONTROL ACT: Requires that all individuals appointed to a position must present proof of employment eligibility. Successful applicants will be asked to produce documentation.