

**Fort Belknap Tribal Health Department
656 Agency Main Street
Harlem Montana 59526**

TITLE: *Agency* Outreach Specialist

STATUS: Permanent/Full Time

PROGRAM: Diabetes Prevention

SALARY: \$17.24

DEPARTMENT: Tribal Health

LOCATION: *Agency* Area

SUPERVISION RECEIVED: The Outreach Specialist position is supervised by the Diabetes Prevention Program Manager.

SUPERVISION EXERCISED: None

DESCRIPTION OF DUTIES: The Outreach Specialist 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:

- 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 available and offer to make appointments.
- Deliver appointments and may also provide transportation to Diabetes sponsored events.
- Meet with the Diabetes Coordinator and other outreach specialists 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 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 families. The incumbent works closely with co-workers, Tribal Health Staff, School District Personnel, and other Health related personnel.
- Other duties as assigned by the Supervisor.
- Provide 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 disease.

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

SPECIAL REQUIREMENTS:

Must possess a valid Driver's License and ability to obtain a Government license.

Must be eligible for inclusion with the Master Tribal Insurance Policy

Must have a satisfactory annual physical exam

Must be CPR and 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.