

OMAHA TRIBE OF NEBRASKA

P. O. Box 368
Macy, Nebraska 68039

EXECUTIVE OFFICERS

Vernon Miller, Chairman
Adriana Saunsoci, Vice-Chairwoman
Jessica Webster-Valentino, Treasurer
Jeffrey S. Miller, Secretary



HUMAN RESOURCES

JOB ANNOUNCEMENT

(402) 837-5391
FAX (402) 837-5308

MEMBERS

Rodney Morris
Gwen Porter
Clifford Wolfe, Jr.

POSITION: Diabetes Assistant

OPENING DATE: November 19, 2015

CLOSING DATE: December 4, 2015

LOCATION: Carl T. Curtis Health Education Center Jr.

SUMMARY: The Diabetes Staff Assistant plays an important role in keeping the diabetes program running smoothly. The assistant will provide support to the diabetes department duties include general Clerical tasks, Occasional assistance in community events and patient screening. Perform minimal clinical tasks. Excellent communication skills and professional appearance mandatory.

DUTIES AND RESPONSIBILITIES: include the following: (other duties may be assigned).

- Maintain strict confidentiality in all matters concerned with CTCHEC.
- Must have Valid Driver's License and be insurable under CTCHEC.
- Maintain Competency evaluations.
- Maintain Diabetes Function, follow-up and education component for planned interventions.
- Must possess proficient computer knowledge and be able to use programming.
- Basic Medical Terminology.
- Coordinate, Facilitate, implement and participate in grant activities.
- Attends meetings, workshops, and trainings as required.
- Performs miscellaneous clerical duties.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE: Associates Degree (A.A.) or equivalent from two-year College or technical school or one year related experience and/or training; or equivalent combination of education and experience.

Certified Nursing Assistant (CNA) or Licensed Practical Nurse (LPN) are encouraged to apply.

CERTIFICATES, LICENSES, REGISTRATIONS:

Possess a Valid Nebraska Driver's License and must be insurable. Cardiopulmonary Resuscitation (CPR) current or willing to obtain such certification.

PLEASE NOTE: P.L. 93-638, Indian Preference and Tribal Employment Rights Ordinance, (TERO), will be practiced, however all qualified applicants will be considered.

Carl T. Curtis Health Education Center
(CTCHEC)
Job Description

JOB TITLE: Diabetes Assistant

SUPERVISION: Under the direct supervision of the Diabetes Director

SUMMARY: Position is responsible for performing typing assignments in combination with general clerical tasks such as: filing, faxing, mail, scheduling, as well as answering phone. Occasional assistance in community events and patient screening. Perform minimal clinical tasks. Excellent communication skills and professional appearance mandatory.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following: (other duties may be assigned)

- Maintain strict confidentiality in all matters concerned with CTCHEC.
- Must have Valid Driver's License and be insurable under the CTCHEC insurance policy Advocate and liaison for patients
- Maintain competency evaluations in required areas such as:
 - Blood Glucose Monitoring
 - Hemoglobin A1c
 - Blood Pressure
- Maintain Diabetes function, follow-up and education component for planned interventions: appointment confirmations, diabetes audit monetary, and distribution of flyers, posters and educational materials.
- Must possess proficient computer knowledge and be able to use programming such as:
 - Microsoft word, excel, publisher, email, and the internet.
 - Willing to gain knowledge of the Resource and Patient Management System (RPMS) and Electronic Health Record (EHR)
- Basic Medical Terminology
- Coordinate, facilitate, implement and participate in grant activities
- Attends meetings, workshops, and trainings as required
- Performs miscellaneous clerical duties: ordering supplies, initiating and tracking documents, arranging staff meetings and conferences, providing general support services.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE: Associates degree (A.A.) or equivalent from two-year College or technical school or one year related experience and/or training; or equivalent combination of education and experience.

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