



KIOWA TRIBE JOB OPPORTUNITY

The Kiowa Tribe of Oklahoma will be accepting applications for the following position.

Position Title: S.D.P.I. Outreach Assistant	Department: C.H.R.
Opening date: 12/11/24	Closing date: 12/26/24
# of vacancies: 1	Location: Carnegie, Oklahoma

POSITION DETAILS:

Status: Full-time	Reports to: C.H.R. Director
Classification: Non-Exempt	Salary Range: \$12.00 per hour - \$15.00 per hour
Division: Health & Human Services	

JOB SUMMARY:

The SDPI Outreach assistant provides overall administrative support to implement the SDPI program requirements. Provides diabetes outreach to tribal members through health fairs, physical activity events, nutrition education such as practical approaches to making healthier food choices and preparing healthier meals.

RESPONSIBILITIES:

- Assist clients by completing the SDPI client application by completing the following: ensure all client documentation is submitted, creates and maintains vendor relationships to ensure effective vendor-client relationship, completes follow up process with clients and payments to vendors.
- Manages the invoices and payment processing through the Microix system.
- Maintains strict patient confidentiality; adheres to the HIPPA guidelines.
- Following up with clients and sharing vital information.
- Greet clients and incoming visitors.
- Completes a variety of clerical duties such as; creating memorandum and other necessary correspondence, creating event flyers, sending and responding to emails, maintains all SDPI program files.
- Answers phone calls and assists clients with questions to direct them to the appropriate resource.
- Develops and implements activities that promote healthy lifestyles that empower and motivate others to take control of and prevent diabetes.
- Collaborates with other area tribal SDPI programs, Indian Health Service, local and state healthcare programs.
- Ability to plan and implement various outreach activities to promote diabetes prevention and awareness.
- Create, manage and implement pre and post survey assessments as needed for the SDPI program.
- Assists clients in accessing necessary care, offers information or counseling and guidance on health behaviors.
- Administers health care assessments as deemed necessary by program guidelines.
- Reports unusual patient health assessments to the appropriate medical providers.

HOW TO APPLY: Complete an employment application which is available online at: kiowatribe.org/job-opportunities.

**Submit completed applications to hr@kiowatribe.org or drop off at 100 Kiowa Way, Carnegie, Ok 73015.

- Participates in staff meetings, diabetes-related training sessions, and attends other meetings, or seminars as requested.
- Must convey a personable demeanor to provide exemplary service to all clientele.
- Must possess communication skills both verbally and in writing.
- May be required to transport clients based upon the needs of department.
- Assists in program events which may be held after normal working hours, weekends and holidays.
- Other duties as assigned.

QUALIFICATIONS:

- Must possess a High School diploma or GED equivalent.
- One (1) year working with tribal communities with knowledge of diabetes prevention, education and self-care is preferred.
- Must be willing to complete the Lifestyle Coach certification upon availability to the program.
- Must be efficient in Microsoft office software (Excel, Word, PowerPoint etc.)

REQUIREMENTS:

- Must possess a valid driver's license and be insurable under the Kiowa Tribe's motor vehicle insurance.
- Must be willing to submit to and pass a background investigation which displays a good moral character.
- Must be willing to submit to and pass drug testing.
- Will complete outreach activities within the jurisdiction, therefore travel will be required.
- Will be required to work outside in all weather conditions to complete job duties; outside work may include rigorous physical duties based upon the program events.
- Must able to lift a minimum of 20 lbs.
- Must be able to sit and stand for long intervals as required to fulfill job duties.

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