



Mashpee Wampanoag Tribe
483 Great Neck Rd. P.O. Box 1048 Mashpee, MA
02649
Phone (508) 477-0208 Fax (508) 477-1218

Job Title: Tribal Elder Outreach Worker

Department: Health Department

Hours: 12 hours per week

Pay Rate: \$ 18.00 per hours.

Reports to: Tribal Health Director

Deadline: February 5th, 2010

Summary: Instructs individuals and families in community about health education and disease prevention by performing the following duties.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Educates tribal elders on various medical outreach programs and the importance of utilizing the programs.

Distributes educational materials.

Participates in community activities which heighten the awareness of health maintenance and disease prevention.

Visits homes to determine needs, develops plan to meet needs.

Identifies appropriate programs for tribal elders and facilitates enrollment and funding if needed.

Helps patient obtain necessary resources.

Gives treatments to patient following physician's instructions.

Assists tribal elders and health field personnel to assess, plan for, and provide needed

health and related services.

Refers tribal elders with social and emotional problems to other community agencies for assistance.

Documents patient cases including assessment and patient's consent to obtain assistance.

Prepares reports as required by various federal, state, and local programs.

Documents findings to track trends and changes in the health of the tribal elder community.

Collaborate with other tribes in the region as well as agencies that focus on elder services in Healthcare.

Competency:

To perform the job successfully, an individual should demonstrate the following competencies :Customer Service - Responds promptly to customer needs; Responds to requests for service and assistance.

Interpersonal - Maintains confidentiality.

Oral Communication - Responds well to questions.

Written Communication - Writes clearly and informatively.

Ethics - Treats people with respect.

Adaptability - Adapts to changes in the work environment.

Attendance/Punctuality - Is consistently at work and on time.

Dependability - Keeps commitments.

Professionalism - Treats others with respect and consideration regardless of their status or position.

Quality - Demonstrates accuracy and thoroughness.

Quantity - Meets productivity standards.

Qualifications:

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/Experience:

High school diploma or general education degree (GED); 6 months related experience and/or training; or equivalent combination of education and experience.

Language Ability:

Ability to read and comprehend simple instructions, short correspondence, and memos.

Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Math Ability:

Ability to add, subtract, multiply, and divide in all units of measure, using whole

numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability:

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Computer Skills:

To perform this job successfully, an individual should have knowledge of Word Processing software and Spreadsheet software.

Certificates and Licenses:

Valid MA driver's license

Supervisory Responsibilities:

This job has no supervisory responsibilities.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally lift and/or move up to 10 pounds. While performing the duties of this job, the employee is frequently required to stand; walk and sit.

Preference is given to qualified Native American candidates in accordance with the Indian Preference Act of 1934 (Title 25, U.S.C., Section 472)