



## Elbowoods Memorial Health Center

1058 College Drive  
New Town, ND 58763-4400  
(701) 627-4750  
Fax Number: (701) 627-2809

EXEMPT  X   
NON-EXEMPT    

### POSITION DESCRIPTION

**POSITION:** Health Educator  
**RESPONSIBLE TO:** CEO  
**CLASSIFICATION:** Management, Regular, Full-time  
**LOCATION:** Elbowoods Memorial Health Center Facilities

**POSITION SUMMARY:** (position includes but is not limited to the following):

- 1) Position serves primarily as the Health Educator for the Elbowoods Memorial Health Center and 5 field locations.
  - a) **Job Summary (position includes, but is not limited to the following):**
    - i) Plans, implements, and evaluates public health education program.
      - (1) Mobilizes collaborations with individuals and community programs to provide for improved health promotion / disease prevention processes and outcomes.
        - (a) Supports special health projects in the school systems.
        - (b) Supports education activities for patient centered health care.
        - (c) Collects and analyzes data for evaluation of program problems; education processes; and outcomes.
        - (d) Responsible for relevant staff training and organization education (e.g. - staff lunch & learns; guest speakers, new healthcare initiatives)
        - (e) Formation and maintenance of local as well as state / regional organization collaborations.
        - (f) Chairs HP/DP committee
        - (g) Responsible for updates on new/current trends in healthcare.
      - ii) Integrates education encounter data and requested query outputs.
        - (1) Assists in planning for GPRA, Immunization, and DM audit encounter data and reporting.
        - (2) Other clinical system reporting as assigned
- 2) Represents EMHC in a highly professional manner.
- 3) Establishes positive communications with all departments of EMHC to assure stable operations.

- 4) Demonstrates respect and understanding of confidentiality for patients, staff and others according to policy and HIPAA regulation.
- 5) Maintain required reporting as assigned.
- 6) Participates in EMHC staff meetings, assigned committees, community events, and other meetings as instructed or deemed necessary.
- 7) Actively strives to educate the community on the mission, vision and values of EMHC in a positive approach to assist in the growth of the organization and assist our community in its healthcare needs.
- 8) Adheres to the Mission, Vision, and Values of the Elbowoods Memorial Health Centers.
- 9) And other duties as assigned.

### **PHYSICAL DEMANDS**

The work requires regular and recurrent standing to perform tests, walking between the different sections of the facilities, and reaching and bending to obtain supplies and operate systems. Position requires driving between clinics in all weather conditions.

### **QUALIFICATIONS, EXPERIENCE, EDUCATION**

- Bachelor's degree in Clinical Health field, **REQUIRED**. *Must submit copy of degree or transcripts with application.*
- Knowledge of various clinical systems, walk-ins and appointments to avoid unnecessary delay and/or confusion on the part of the patient.
- Knowledge of the various services offered by each clinic and forms used
- Knowledge of Privacy Act of 1974 and the use of confidential information and health records as an integral part of the interviewing office function and the privacy of individuals which must be protected to the fullest extent possible.
- Knowledge of and ability to use typing keyboard.
- Maintain hard copy and electronic filing system, **PREFERRED**.
- Knowledge of principles and practices of organization, planning, records management, and general administration.
- Operate standard office equipment.
- Familiarity with American Plains Indian culture, values, and traditions, **HELPFUL**.
- Must be responsible, dependable, and able to maintain confidentiality of information.
- Must have a valid N.D. driver's license in good standing and must supply driver's license abstract from the Department of Motor Vehicle.
- Will need to have an acceptable motor vehicle record. A copy of driver's license and verification of driver's record from the North Dakota Department of Motor Vehicle, **REQUIRED**.
- Must submit to clear Criminal Records Background Check.

- Must submit to an Alcohol/Drug Screen and random testing as per policy.
- Indian Preference will apply. *Must submit documentation with application to qualify for Indian Preference.*
- Veterans Preference will apply. *Must submit documentation with application to qualify for Indian Preference.*

**WORKING CONDITIONS:**

- Work is performed in an office environment with varying conditions of noise level, temperature, and illumination.
- Requires prolonged sitting.
- Occasionally lifts up to 40 pounds of material.
- Requires eye-hand coordination and manual dexterity sufficient to operate keyboard, computer and other office equipment.
- Work situations may be stressful and require irregular hours.
- Travel required.
- Potential exposure to blood and other hazardous material, communicable diseases, and other conditions common in a health care environment.

**ACKNOWLEDGEMENT**

This job description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive, and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR THREE AFFILIATED TRIBES POSITIONS.