

Little Big Horn College  
PO Box 370  
8645 South Weaver Drive  
Crow Agency, MT 59022  
PH: (406) 638-3100 FAX 638-3169

Dear Applicant:

Thank you for your interest in employment at Little Big Horn College. Please submit in one application the **required** following documentation:

- \_\_\_\_\_ A letter of application stating the position for which you are applying.
- \_\_\_\_\_ A current resume. A search committee will review your work experience.
- \_\_\_\_\_ Original or copy of original transcript(s) for each educational institution you have listed on your resume. If you are hired for this position, an original/certified transcript(s) will be required within the initial probationary period.
- \_\_\_\_\_ Three letters of recommendation. The search committee reviews these letters.
- \_\_\_\_\_ If you are claiming proof of Crow or Indian Preference, please fill out the Crow/Indian preference form and submit proof of verification.
- \_\_\_\_\_ Complete the KSA's attached to the job description. Your answers are carefully reviewed and rated by a search committee.
- \_\_\_\_\_ Consent to Release of Information form and the Drug free workplace Form.
- \_\_\_\_\_ Drug Free Workplace Policy Form
- \_\_\_\_\_ Indian Preference Form
- \_\_\_\_\_ Copy of Social Security Card and 2-forms of ID

This position shall be open until Wednesday July 17, 2019 @ 5:00 PM. Incomplete or late applications will not be considered. Faxed or mailed resumes or emailed to [vallier@lbhc.edu](mailto:vallier@lbhc.edu) letters, and transcripts are acceptable provided they are submitted by the due date, however, a hard copy of these documents must be post marked by the deadline date.

You may personally submit your completed application at the LBHC front office or, if you are mailing your application, you may direct it to the Human Resources Office.

Again, thank you for your interest in this position. We look forward to reviewing your application.

Sincerely

Robin Vallie  
Human Resources Director (406) 638-3148

Accredited by Northwest Commission on Colleges and Universities

# Little Big Horn College

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Crow Agency, MT 59022

Phone: (406) 638-3100

## **Community Health Representative (CHR)**

### **Outreach Health Worker**

Department/Program: LBHC Great Beginnings for Healthy Native Smiles Program

Reports To: Project Coordinator

Salary/Hourly Range:

FLSA Status:

VALID DRIVER'S LICENSE REQUIRED

PD Revised:

### **Introduction/Job Description:**

This position is responsible for performing and providing outreach/referral service and health education in support of the Healthy Native Smiles research program. This position is responsible for providing oral health education to pregnant women, mothers, and young infants/children ages 0-3 in the home and community to improve the health knowledge, attitudes, and practices by promoting, supporting, and assisting in delivery of an oral health and/or maternal and child health care program.

### **Key Duties and Responsibilities:**

(The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive.)

1. Serve as an oral health advocate for pregnant women and mothers to younger children.
2. Provide education regarding best practices in oral health care for pregnant women and children.
3. Utilize motivational interviewing techniques to support behavior change where needed.
4. Maintain a patient health care service record noting follow-up visits, progress, and other contacts.
5. Identify early signs of tooth decay of infants as well as urgent oral health care referral needs.
6. Apply fluoride varnish to children's mouth/teeth.
7. Serve as a resource for pregnant women and mothers regarding maternal and child health care topics and material.
8. Collaborate with Indian Health Service clinics, LBHC personnel, and private dental clinics in the area (Hardin, Billings, and Sheridan) to increase awareness of the need to educate young mothers.
9. Conduct interviews and follow-up visits with study participants of the research project.
10. Assist with recruitment of study participants through community based services.
11. Administer surveys to pregnant women and mothers.
12. Keep in contact with study participants through phone calls, social media, and other contacts.
13. Conduct oral health assessments/checklists regarding referrals, dental caries, etc.
14. Assist study participants with adhering to oral health appointments.

15. Generally, work to accomplish the tasks and requirements outlined in the Scope of Work of the Oral Health Project. Perform other related duties/tasks as necessary to achieve office and program goals.

**Personal Contacts:**

Contacts are with Crow tribal members, Little Big Horn College employees, the general public, study participants and their family members, health care providers, Crow communities and personnel of other related service agencies involving the exchange of factual information, and providing assistance and advisement regarding Early Childhood Caries prevention.

**Physical Effort & Environmental Factors:**

Most of the work is performed in a office setting requiring light to moderate physical exertion such as lifting, bending, stooping. When conducting visual oral health assessments of children and applying fluoride varnish, employees will wear Protective Personal Equipment, ie. Safety goggles, non-latex gloves. Extensive travel on the reservation may be required with occasional off reservation travel: Billings, Hardin, Sheridan.

**Minimum Qualifications:**

1. Required Education, Training, and Experience:

Education: Associates Degree in Community Health, or Associate Degree in Life Science  
or

Experience: One-year direct work experience in a hospital or clinic setting, or experience providing home health care services to the families or individuals.

2. Required Knowledge, Skills and Abilities:

Knowledge:

- Knowledge of community health resources and needs;
- Knowledge of oral and maternal/child health issues, resources, and other agencies available for referral services;
- Knowledge of maternal and child health and vocabulary;
- Awareness of the traditions, political, cultural and socio-economic environment of the Crow Reservation;
- Knowledge of HIPAA standards;

Skills:

- Skills in verbal and written communication;
- Skills in human and public relations;
- Skills in interpersonal relationships;
- Skills in operating computers, digital copiers, and other modern office machines and equipment;

Abilities:

- Ability to establish and maintain positive professional working relationships with others;
- Ability to work independently while under the general supervision of the Project Coordinator;
- Ability to follow verbal and written instructions;

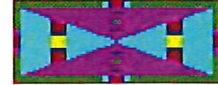
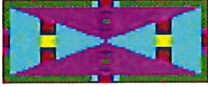
Preferred Skills:

- Basic skills as a nurse assistant, medical assistant, or dental assistant

**Necessary Special Requirements:**

1. Possess and maintain a valid Montana Driver's License.
2. A background investigation, character and employment reference check is required.
3. LBHC employee must sign a Code of Conduct requirement for drug free work environment upon employment.
4. Must complete and pass the pre-employment screening which includes fingerprint and background investigation.
5. Must not have been convicted of misdemeanors at the tribal, state or federal level within the past twelve (12) months of application.
6. Must possess and maintain a CPR/First Aid Certification.

Accredited By Northwest Association Of Schools And Colleges



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### Consent to Release of Information

I authorize any duly accredited representative of Little Big Horn College to verify any information I have listed on my resume with respect to previous employers, educational institutions, and character/personal references.

I understand that this authorization **does not include** the release of information from any lending institutions, medical institutions, hospitals, or health care professionals.

I further authorize any duly accredited representative of Little Big Horn College to request criminal record information about me from criminal justice agencies and the Department of Motor Vehicles for the sole purpose of determining my eligibility for the position of which I am applying.

Copies of this authorization that show my signature are as valid as the original release signed by me. This authorization is validated for initial period of not more than three months from the date signed and shall be limited to the sole purpose of obtaining information from the date signed and shall be limited to the sole purpose of obtaining information for the position of which I am applying.

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Signature

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Date

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Other Names Used

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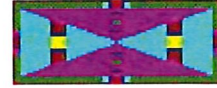
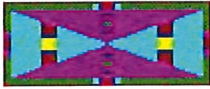
Social Security Number

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Current Mailing Address

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Home Telephone Number



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## Drug Free Workplace Policy

Little Big Horn College hereby notifies all employees/students that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited on the premises and within the boundaries of Little Big Horn College.

All employees/students are further notified that as a condition of employment/college enrollment you are required to abide by this policy.

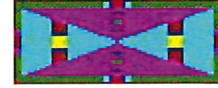
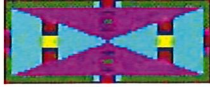
Any employee/student convicted of any criminal statute occurring in the workplace shall be subject to termination by Little Big Horn College.

I, \_\_\_\_\_, have been given a copy of the Little Big Horn College Drug Free Workplace policy and understand the policy, conditions of employment/enrollment and penalties of said policy. I will abide by the terms of the Drug-free Workplace Policy and will notify Little Big Horn College of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction. I am aware of available drug/alcohol counseling, rehabilitation, and employee/student assistance programs available in my community.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Date





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### INDIAN PREFERENCE

This position allows additional points to be given to the following Indian preference categories:

**First Priority:** Crow Tribal member.

**Second Priority:** Federally recognized tribal member legally married to a Crow Tribal member.

**Third Priority:** Any other outside federally recognized tribal member.

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If you are claiming preference for any of the categories above, documentation must be provided for each priority:

**First Priority:** Must provide proof of enrollment.

**Second Priority:** Must provide proof of you and your spouse's enrollment.

**Third Priority:** Must provide proof of enrollment.

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Please check one:

\_\_\_\_\_ Crow Tribal Member.

\_\_\_\_\_ Federally recognized tribal member legally married to a Crow Tribal Member.

\_\_\_\_\_ Any Other Outside Federally Recognized Tribal Member

Little Big Horn College  
Knowledge, Skills, and Abilities  
Written Answers = 60 Points (5-Points Each)

**Knowledge:**

1. Knowledge of community health resources and need.
2. Knowledge of oral and maternal/child health issues, resources, and other agencies available for referral services.
3. Knowledge of maternal and child health and vocabulary.
4. Awareness of the traditions, political, cultural and socio-economic environment of the Crow Reservation.
5. Knowledge of HIPAA standards.

**Skills:**

6. Skills in verbal and written communication
7. Skills in human and public relations.
8. Skills in interpersonal relationships.
9. Skills in operating computers, digital copiers, and other modern office machines and equipment.

**Abilities:**

10. Ability to establish and maintain positive professional working relationships with others.
11. Ability to work independently while under the general supervision of the Project Coordinator.
12. Ability to follow verbal and written instructions.