



**HUALAPAI NATION  
JOB ANNOUNCEMENT  
OPEN COMPETITIVE**

**JOB TITLE:** Community Health Representative (CHR) Trainee  
**DEPARTMENT:** Health Department  
**SALARY:** \$ 9.00/Hr.  
**CLASS:** Part-Time  
**OPENING DATE:** February 11, 2014  
**CLOSING DATE:** February 21, 2014

**SUMMARY OF JOB DUTIES:**

This position requires basic Community Health Representative training to perform work of some difficulty in being responsible for contacting individuals and/or families within the community to identify health needs and inform individuals and/or families of available resources to address the needs, may also assist the Public Health Nurse in community projects and perform related work as assigned to enhance the program operation.

1. Core Service Standards - Within 6 months to a year of employment, CHR Trainee shall at a minimum, receive training and skill certification on basic nurse aid skills.
2. Core Certification – Certification may include: CHR Basic/Advanced training, CPR, First Aid, defensive driving. Additional certification may be required for some standards of practice.
3. Standards of Practice - Health Education practice is designed to provide individuals, families and communities with the appropriate information to practice a healthy lifestyle. Each CHR will be trained and tested for adequate knowledge in the health area to be practiced.
4. Case Find/Screen - Carrying out efforts for the early detection of patients with diseases or conditions requiring medical attention (e.g., hypertension, TB, pregnancy, etc.). This may be done by investigation in the community or with screening tests. It may involve one individual or many.
5. Case Management/Coordinate - Developing a patient care plan in conjunction with a community health nurse or physician, deciding upon the various responsibilities for the people involved in the patient's care. Serve as a patient advocate by arranging appointments, filing complaints, helping the patient obtain services and coordinates with various service providers to ensure continuity of care. Case management conferences and discharge planning are also included.
6. Monitor Patient - Making periodic personal contact with a patient with a known health problem or is high risk for illness or disablement, by telephone or at home, to see if he/she is feeling well, has enough food and/or medicine, has unmet home health care needs, has adequate heating, etc., with immediate action taken to provide care for patient needs detected through monitoring.
7. Provide Emergency Patient Care - Giving care to a sick or injured person while arranging or waiting for transportation to a hospital or clinic, contracting an ambulance or hospital driver, transporting a seriously ill patient to medical care or performing crisis intervention with an emotionally upset or suicide patient.
8. Provide Non-Emergency Care - The taking of vital signs or providing other clinical services, such as foot care, to persons with a diagnosed illness. Also included, are services such as: counseling for social, emotional, mental or other related problems. When appropriate, provides for traditional tribal services for the sick, and other services requiring individual assessment, therapeutic and/or follow-up. Home health care and maintenance of patient equipment such as: crutches, wheelchairs, eyeglasses and hearing aids are included. The services in this category are provided to patients with diagnosed illnesses.

9. Homemaker Services - Assisting the disabled, homebound, or bedridden with household chores, preparing food and feeding incapacitated patients, or assisting with personal care such as bathing or hair washing.
10. Transport - The transportation of a patient, without other means of transport, to/from an IHS or tribal hospital/clinic when necessary for routine, non-emergency problems, which includes waiting for a patient, such as a dental patient, to finish treatment.
11. Delivery - Delivering items such as medications, supplies and equipment, to the patient's home.
12. Interpret/Translate - The taking of a statement from one language and expressing the meaning, either orally or in writing, in another language, so as to enable people who do not speak the same language to communicate with one another.
13. Environmental Health - inspecting the community's environment in one or more of the following: water/waste-water management; vector control; air quality; solid waste; and, food handling.
14. Enter diagnostic patient specific data into official patient medical record through the use of the CHR component of the RPMS daily.
15. Submit reports as required by the funding agency and administration..
16. Attend meetings of the Health Department and department and community coordinating meetings.
17. Adhere to the Hualapai policies and procedures.

**MINIMUM QUALIFICATION REQUIREMENTS:**

1. High School Diploma or equivalent.
2. Medical experience/education favorable.
3. Must have valid Arizona Drivers License and be eligible to for tribe's insurance.
4. Submit to State and Federal background check.
5. Must submit to pre-employment and random drug/alcohol testing.
6. Knowledge of Indian Community and the ability to work effectively with tribal organization staff, community health services and related agencies.
7. Ability to maintain good relationship with patient and patient's family.

**HOW TO APPLY:**

Submit a completed Employment Application to: Human Resources Department, PO Box 179, Peach Springs, AZ 86434, fax (928) 769-1191 or call (928) 769-2215/2216 for information. To be considered for employment, the Human Resources Department must receive a completed application by 5:00 PM on the closing date. A resume will not be accepted in lieu of a completed employment application. All applications and supporting documentation submitted becomes the property of the Human Resources Department. Please keep copies for your own reference.

**PREFERENCE:**

All applicants are considered without regard to age, sex, race, national origin, religion, marital status, or physical disability. However, preference may be extended to persons of Indian descent in accordance with Public Law 88-355, Section 703 (702-71) and Public Law 93-638, Section 7B.

**THE HUALAPAI TRIBE IS AN EQUAL OPPORTUNITY EMPLOYER/PROGRAM**  
**Auxiliary aids and services available upon request to individuals with disabilities**