HUALAPAI NATION
JOB ANNOUNCEMENT
OPEN COMPETITVE

JOB TITIE:	**Community Health Representative**
DEPARTMENT:	**Health Department**
CLASS:	**Full-Time/Permanent**
SALARY:	**D.O.E**
OPENING DATE:	**October 13, 2017**
CLOSING DATE:	**October 25, 2017**

SUMMARY OF JOB DUTIES:

Under the supervision of the CHR Program Manager, this position requires basic knowledge of human anatomy/physiology, normal medical values, basic terminology, and general knowledge of disease etiology, basic nutritional and dietary knowledge, community organization and its resources. This position requires CHR Basic training to perform work of same difficulty in being responsible for contacting 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 operations.

ESSENTIAL FUNCTIONS:

1. Within 6 months to a year of employment, CHR shall at a minimum, receive training and skill certification on basic nurse aide skills.
2. Certification may include: CHR Basic/Advanced training, CPR First Aid, defensive driving, HIPPA, Diabetes Prevention. Additional certification may be required for some standards of practice.
3. Health Education practice is designed to provide individuals, families, and communities with 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. Carry out efforts for the early detection of patients with diseases or conditions requiring medical attention (e.g. HTN, TB, pregnancy, DM, etc.) This may be done by investigation in the community or with screening tests. It may involve one individual or many.
5. Developing a patient-care plan in conjunction with a community health nurse or physician, deciding upon the various responsibilities, filing complaints, helping the patient obtain services and coordinate with various service providers to ensure continuity of care. Case management conference and discharge planning are also included.
6. Making periodic personal contact with a patient with a known health problem or is a 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. 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. The taking of vital signs or providing other clinical services, such as foot care, to persons with a diagnosed illness. Furthermore, 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 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. Assisting the disabled, homebound, or bedridden with household chores, preparing food and feeding incapacitated patients, o assisting with personal care such as bathing or hair washing.
10. The transportation of a patient, without other means of transport, to/from an HIS or tribal hospital/clinic when necessary for routine, non-emergency problems, which includes waiting for a patient, such as a dental patients, to finish treatment.
11. Delivering items such as medication, supplies, and equipment to the patient's home.
12. Interpret or translation of the community-based language and the language used by other health care providers.
13. Enter diagnostic patient-specific data into official patient medical record through the use of the CHR component of the RPMS daily.
14. Submit reports as required by the funding agency and administration.
15. Attend meetings of the HEW and other tribal departments and community coordinating meetings.
16. Adhere to the Hualapai Tribal policies and procedures.
17. Other duties as assigned.

MINIMUM QUALIFICATION REQUIREMENTS:

- High School Diploma or equivalent.
- Must have a valid Arizona Driver's License and be eligible for the tribe's insurance.
- Submit to Local, State, and Federal background check.
- Must submit to a random drug/alcohol test.
- Knowledge of Indian Community and the ability to work effectively with tribal organization staff, community health services and related agencies.
- Ability to maintain good relationships with patients and patient's family.
- Have a current CPR/First aid Aide Certification or willing to obtain within 30 days of hire.
- Provide proof of immunization for Tuberculosis/Hepatitis A&B

HOW TO APPLY:

Submit a **completed** Employment Application to: Human Resources Department, P.O. 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 applications are considered without regard to age, sex, race, national origin, religion, marital status, or physical disability. However, preference may be extended to person of Indian decent 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