

TOIYABE INDIAN HEALTH PROJECT, INC.

POSITION DESCRIPTION

POSITION: Community Health Representative (CHR)

SALARY RANGE: TSS 5

WORK STATION: Lone Pine Clinic

SUPERVISOR: Clinic Manager
Public Health Director/PHN

SUPERVISES: None

NON EXEMPT

POSITION SUMMARY: Under qualified direction, the CHR assists in identifying health problems of Indians; education of individuals, families and groups about health and assists in health care under the direction of health professionals to meet these needs.

QUALIFICATIONS:

1. High school diploma or equivalent GED.
2. Must have good communication skills.
3. Must possess a valid California drivers license and eligible for company auto insurance. Able to obtain a Class B as soon as possible.
4. Must be willing to undertake a three week CHR basic training course within six months of hire.
5. C.P.R. and First Aid certification or obtain within three months of hire.
6. Must be sensitive and possess an awareness and keen appreciation of Indian traditions, customs, and socioeconomic needs of the Lone Pine and Ft. Independence Indian communities.
7. American Indian preference in accordance with Indian Preference Act (Title 25, U.S. Code, § 472 & 473).

DUTIES & RESPONSIBILITIES:

1. Make home visits routinely and on an emergency basis, making the client the focus of the visit.
2. Maintains files of all eligible Indian clients in respective geographical service area.
3. Assists with medical regime under supervision of PHN and follows care plan.
4. Acts as client advocate to identify and document health, social and economic needs of the Indian community. Identifies client eligibility for third-party benefits and assists them in applying for certification.
5. Provides basic health education that stresses preventive aspects of health. Interprets instructions from physician, nurse and social worker to help the family in terms and language the family can understand. Knows signs and symptoms of disease and assists the family in identification of illness and social problems.

6. Under the Transportation Guidelines, helps arrange transportation to the Clinic, hospital or other agencies as needed. Responsible for the maintenance of assigned Clinic vehicle.
7. Assists with newborn home assessment and post-partum visit.
8. Routinely takes and records vital signs.
9. Assists with prescribed medication, pickup, delivery and education.
10. Will assist as medical aide on specified days in the Clinic-setting under the supervision of medical providers.
11. Attends all assigned educational programs and conferences as well as Clinic sponsored in-service training. Attends regularly scheduled Clinic and departmental meetings.
12. Participates in Clinic sponsored community education programs and screenings.
13. Observes all Clinic policies and procedures including that of **utmost confidentiality** regarding client information.
14. Participates in the maintenance of environmental health by performing monthly water samples.
15. Assists with the surveillance of communicable disease, reporting outbreaks.
16. Keeps records of all encounters and maintains reporting forms.
17. Provides support services for the diabetes prevention program including assessments, referrals, education, and follow-up as required.
18. Other job related duties as assigned.