

**MAKAH TRIBE
POSITION DESCRIPTION**

JOB TITLE: Community Health Representative

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| EXEMPT: No | JOB CODE: 4-TS T-4 |
| TARGET SALARY: \$12.33 to \$14.50/DOQ | SHIFT: Flex |
| PROGRAM: Health | LOCATION: 100 Wellness Way |
| REPORTS TO: Community Health Nurse | |

SUMMARY: Provides Patient Care Services to improve the medical and mental health status of the community.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:
Because of the Tribe's commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

Transport medically referred patients to medical and social service appointments on or off the reservation.

Assist with transfers in/out of the vehicle, into medical offices, and other support as needed during transportation of clients. Also provide counseling during transportation of clients and refer for follow-up when needed.

Assists in providing counseling during transportation of patients; refers patients for follow-up when needed.

Assist in planning, preparation and implementation of community health programs and Sophie Trettevick Indian Health Clinic (STIHC) events and educational programs as requested. This may include advertisement, cooking, decorating, shopping, staffing, and event set-up and clean-up.

Works with the staff in identifying unmet health needs, safety risks, health problems, and deficiencies through contracts with individual clients.

Performs home visits and charting per Medical Provider order as requested; this may include medically fragile, diabetic, maternal/child/infant, hospice, and hospital to home patients.

Develops and maintains a filing system for health planning efforts, maintains current information on all health service resource information available (local or otherwise) and assists patients to access these resources when needed.

Assists families in obtaining health and social services when needed.

05/15/01
06/09/03
Revised 12/21/11
Revised 06/06/18

Works with clinic and clients to maintain referral timetables and procedures.

QUALIFICATIONS REQUIREMENTS:

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED).

Experience in health care preferred.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, interest, commissions, and proportions, and percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY:

Ability to define problems collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS:

Must have a valid Washington State Drivers license and be insurable. Will be required to drive a Tribal GSA vehicle to perform job duties, therefore, a driving history/background check will be conducted on the applicant.

This position is classified as a sensitive Tribal position. Therefore, applicant must authorize a background investigation in order to be considered for an interview.

Must have a current First Aid/CPR certification.

Must complete CHR online Certification within 30-days of hire.

OTHER SKILLS AND ABILITIES:

Ability to lay out transportation routes and schedules to effectively utilize equipment and move personnel and equipment to and from various locations.

Must have excellent typing, emphasis will be on accuracy and attention to detail.

Must have excellent computer skills, in order to perform various word processing, spreadsheets, and perform documentation in an electronic health record program (EHR).

Knowledge of English, grammar, spelling, punctuation, and variety of letter and report format in order to prepare correspondence and reports.

Knowledge of standard office procedures necessary to provide for the smooth and efficient operation of the program by maintaining schedules, setting up appointments.

Knowledge of tribal procedures and ability to perform work and accomplish tasks in accordance with the established policies and procedures, practices and priorities, of the office.

Ability to plan and organize work using one's own initiative and to seek information and assistance from other sources as necessary.

Must have the ability to function effectively under pressure of time and/or demands of several tasks at once by effectively planning, organizing, and prioritizing work.

Must have knowledge of standard filing systems in order to prepare, file and retrieve various documents efficiently; ability to determine which records need disposal in accordance with the record retention policy.

Must have knowledge of HIPAA & Privacy Act as required for patient records and is an integral part of the position and privacy of individuals files must be protected to the fullest.

Ability to establish and maintain effective working relationships with clients, staff, and the general public.

Ability to express one self clearly, other orally and in writing.

Ability to maintain confidentiality of records and information pertinent to the nature of work.

Ability to learn Electronic Health Records as required for documentation.

Ability to write program reports ad required, i.e., daily, monthly, quarterly, and year end.

Must submit to and clear a pre-employment alcohol and drug test and random testing, in accordance with the Drug & Alcohol-Free Workplace Act of 2002.

SPECIAL REQUIREMENTS

Immunization Requirements: Must be immunized against measles and rubella, or provide documentation/proof of immunity prior to employment. Employees are required to provide proof of other immunizations as recommended for healthcare workers by the Centers for Disease Control and Prevention, or of immunity to these diseases.

All employees shall have tuberculin (TB) test upon employment and annually thereafter, or have a follow-up plan approved by employee health if there is a positive test. If employee is known to have a positive TB test prior to entrance on duty, no TB testing will be carried out; instead the employee shall see a physician to establish an individualized program to assure the absence of active TB in the employee, shall complete and annually system questionnaire, and must report any relevant symptoms promptly.

Special Consideration: if you are allergic to any component of the vaccine or have documented history of severe reaction to vaccine or are currently pregnant you may not have to be immunized, however, you are required to provide documentation/proof, in order to be considered for employment.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand, walk, and sit. The employee must occasionally lift and/or move up to 100 pounds.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions and outside weather conditions. The noise level in the work environment is usually moderate.

ACKNOWLEDGEMENT

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the position 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 position 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.

APPLICATION PROCESS:

Submit a Tribal Application for this position with supporting documentation to:

Makah Tribal Council
Human Resources
P.O. Box 115
71 Makah Bay Drive
Neah Bay, WA 98357
Fax: (360) 645-3123
E-mail: katherine.thompson@makah.com

OPEN: March 13, 2019
CLOSE: March 19, 2019

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

PLEASE NOTE: If requirements are not met, i.e., submission of a resume in lieu of a Tribal application, or not including required certification, your application will not be reviewed and will be disqualified.

The Makah Tribal Council is an Equal Opportunity Employer and actively encourages applications from all persons regardless of race, color, religion, sex, age, national origin, marital status or ancestry, sexual orientation or sensory, mental, physical, or other non-disqualifying disability. Indian Preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, Sections 472 and 473.