

TEMPORARY WITH BENEFITS

MAKAH TRIBE POSITION DESCRIPTION

JOB TITLE: (2) Community Health Worker

EXEMPT: Yes

TARGET SALARY: \$30.00/DOQ

PROGRAM: Clinic

REPORTS TO: Community Health Nurse

JOB CODE: N/A

SHIFT: M-F 8-5 flex

LOCATION: 250 Fort St.

SUMMARY: This position is located at the Sophie Trettevick Indian Health Center at Neah Bay, Washington. This position is responsible to support children and youth (birth through 18 years old) through short-term interventions within the scope of practice through outreach and engagement, informal counseling, social support and connection to resources addressing Social Determinants of Health.

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.

Outreach

Work closely with clinic staff to identify children/youth and their families to refer to CHW services, with prioritization for special populations such as those who have experienced life stressors, children/youth with special needs, those who have a preferred language other than English, BIPOC who experience greater barriers, etc.

Provide tailored outreach utilizing interpersonal and relational skills to children/youth and their families on clinic panel lists who have had a gap in care or are otherwise identified by care team as potentially benefitting from additional support.

Bridge the gap between children/youth and families and the health care system through application assistance, accessing behavioral health and related services, and support completing intake activities for services.

Provide support and address barriers in obtaining healthcare coverage for uninsured individuals

Collaborate with all clinic staff members to provide comprehensive services that are individualized to best serve each client/family to ensure adherence to treatment and health promotion recommendations.

TEMPORARY WITH BENEFITS

Participate in community outreach to a wide range of sectors and meet with diverse provider pool to build relationships and streamline referrals for families.

Informal Counseling

Support individualized goal setting with children/youth and their families to support health goals and address identified needs.

Describe to children/youth and families the purpose of health care services and recommendations. Provide tailored education regarding effective use of the local healthcare and social services systems.

Provide culturally appropriate health education and wellness coaching on topics related to prevention, healthy living and relational health through emphasis on family and caregiving strengths and utilize tools to assist with assessing needs and progress.

Meet with parents/caregivers of children/youth to provide education and promote strong caregiver-child relationship using a strengths and evidence-based approach.

Provide developmentally appropriate education on identified health needs and concerns to support skill development and self-management techniques.

Develop supportive, trusting relationships as means for increasing engagement in primary care and other identified services. Create the opportunity for ongoing contact and relationship building with families via phone/text message check-ins between scheduled visits.

Address barriers faced/voiced in terms of access to any additional referrals or services (e.g., transportation, language).

Health-Related Social Needs

Conduct screenings to assess client/family needs to guide referrals and services, engaging in shared decision making with clients/caregivers.

Identify individualized and comprehensive service needs through in-depth client/family interviews utilizing a social needs assessment.

Utilize knowledge of local community resources and services offered to provide tailored recommendations and referrals (considering cultural and linguistic needs, family geographic location, caregiver comfort and readiness) for client.

Utilize interpersonal/relational skills and knowledge of human behavior to assess and influence client's responsiveness to accessing the resources and services recommended.

Create, update, and maintain each clients' service/care plan, and other relevant documentation in accordance with clinic guidelines and policies.

TEMPORARY WITH BENEFITS

Meet with clients/families as needed to monitor implementation of the client service/care plan, to provide additional support/advocacy, and to partner to resolve barriers that are interfering with active participation in the plan.

Establish and maintain relationships with other service providers/agencies. Keep updated on what services are available in the community to assist clients with a wide range of health-related social needs.

Other

Attend staff meetings and workgroups to help organize and coordinate outreach.

Maintain consistent documentation of services provided.

Collect data to inform reporting requirements and assess outcomes.

Participate in professional development to support culturally relevant, strengths-based, trauma-informed services.

Participate in regular scheduled supervision with supervisor.

Strong, Bilingual communication skills that align with given community/population needs.

Knowledge of, and/or experience in navigating complex systems of care, inside and outside of “health care”.

Awareness of local resources, navigating local resources to address stressors, or social determinants of health.

Outstanding organizational skills and ability to manage a caseload of multiple families.

Interest and ability to successfully work in diverse communities, including self-awareness, understanding of systems of oppression, and willingness to contribute to undoing institutionalized racism.

Interest and ability to connect with diverse families and support them in overcoming systemic barriers.

Comfort with interacting with children and youth, and commitment to creating a child-friendly environment.

Ability to collaborate effectively with diverse clients, agency staff, and team members.

Commitment to improving the experience of care for children and families, particularly those underserved by our current systems.

TEMPORARY WITH BENEFITS

Sufficient technological capabilities to use electronic medical records and other systems to record visit notes, collect and report data, and track patient progress.

Ability and desire to be flexible and responsive.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High School Diploma or GED.

At least 1 year of relevant lived or professional experience working with the targeted population or related experience with some knowledge of the needs, concerns, and attitudes of the targeted population.

LANGUAGE SKILLS

Ability to read and interpret documents such as healthcare policy and regulations, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, 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.

OTHER SKILLS AND ABILITIES

Have a working knowledge of the principles of supervision, organization of work and workload balance, wise use of staff skills, interviewing, training, nurturing collaborative teamwork and cooperation among staff to achieve smooth, efficient workflow.

Must have knowledge of the culture and diversity of the Native population and have a practical knowledge of human behavior and skill sufficient to understand the motivations and reactions of staff, patients and community members.

TEMPORARY WITH BENEFITS

Must have excellent interpersonal relationship skills as this position works with a diverse set of children/youth, community members, employees, supervisors, managers, and contractors.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have a valid Washington state Drivers license and insurable.

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

Must submit to and clear a pre-employment alcohol and drug test.

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 duties of this job, the employee is required to stand, walk, and sit. The employee must occasionally lift and/or move objects up to 50 lbs.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work is performed in a health care setting and there is possible exposure to contagious and infectious diseases. Hepatitis B vaccine is recommended and offered at no cost. The work may include a certain amount of exposure to hostile and emotionally disturbed patients, families, and visitors. Outreach work may include exposure to outdoor weather conditions.

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 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

TEMPORARY WITH BENEFITS

currently pregnant you may not have to be immunized, however, you are required to provide documentation/proof, in order to be considered for employment.

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, Bldg. 71

Neah Bay, WA 98357

Fax: (360) 645-3123

E-mail: hr@makah.com (PLEASE NOTE NEW EMAIL ADDRESS)

OPEN: November 8, 2023

CLOSE: November 27, 2023

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, gender identity, 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.