



OFFICE OF HEALTH SERVICES
(Community Health Services)

COMMUNITY HEALTH REPRESENTATIVE

INTRODUCTION: This position is responsible for providing basic health care and instruction to targeted clientele and family members in the home and in the community setting within the limits of their responsibilities.

DUTIES: (The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive)

1. Provides health care services to targeted and recently discharged hospital clientele residing within the service area; collaborates with Indian Health Services (Public Health Nursing) in carrying out added home health care services (client focused) including but not limited to, monitoring vitals, visual/hearing exams, education on disease progression, dressing changes, exercise/physical therapy (Range of Motion-ROM), client assessment/evaluation, etc.
2. Provides limited transportation for and serves as an interpreter or translator for clients during visits to the clinic/hospital (on or off reservation), social services, consumer services and other resource agencies, as specified in the Individual Health Care Plan; assists clients in seeking and applying for services through other resource agencies; acts as an advocate to communicate the needs of the clients.
3. Promotes health awareness and prevention by holding health fairs, workshops, conferences and classes on a variety of health topics to the Hopi population, families, schools, communities and other interested parties; assists with and participates in setting up health fairs, conferences, health projects and activities as they occur.
4. Attends program and staffing meetings to discuss overall client status/progress, exercises creativity and innovativeness in providing quality services; obtains additional knowledge and skills through training and supervision in working with targeted clientele.
5. Prepares and submits required monthly statistical/narrative reports and daily logs/records of activities for program evaluation, i.e., community health assessments, effectiveness of services provided, etc., and completes and inputs CHR PCC into RPMS System.
6. Performs other duties as assigned and authorized by the supervisor to achieve office goals and objectives.

COMPLEXITY: The work includes various duties involving different and related processes and methods. The decision regarding what needs to be done depends upon the analysis of the subject, phase or issues involved in each assignment and the chosen course of action selected from many alternatives.

SUPERVISION: The incumbent is under general supervision and line authority of the Senior Community Health Representative. The supervisor provides continuing or individual assignments by indicating generally what is to be done, limitations, quality and quantity expected, deadlines and priority of assignments. The supervisor provides additional, specific instructions for new, difficult or unusual assignments including suggested work methods or advice on source materials available. The incumbent uses initiative in carrying out recurring assignments independently without specific instructions, referring deviations, problems and unfamiliar situations not covered by instruction to the supervisor for assistance. The supervisor assures that finished work and methods used are technically accurate and in compliance with instructions or established procedures.

PERSONAL CONTACTS: Contacts are with employees within/outside the immediate work area, supervisor, clients, family members, personnel of related agency providers and the general public. The purpose of these contacts is to exchange factual information, provide assistance/services and establish a network of resources.

PHYSICAL EFFORT & ENVIRONMENTAL FACTORS: Most of the work is performed in a home setting requiring light to moderate physical exertion such as lifting, bending, stooping and occasional heavy lifting of clients (in excess of 75 lbs.) and exposure to blood-borne pathogens and communicable diseases requiring the incumbent to wear protective and appropriate clothing and gear. Extensive travel on the reservation is required with limited off reservation travel.

MINIMUM QUALIFICATIONS:

1. Required Education, Training and Experience:

A. Education : High school diploma or G.E.D. certificate;

AND

B. Experience : One (1) year work experience providing home health care services to the elderly, handicapped and / or disabled persons;

OR

C. Any equivalent combination of Education, Training and Experience, which demonstrates the ability to perform the duties and responsibilities of the position.

2. Required Knowledge, Skills and Abilities:

A. Knowledge:

- Knowledge of the traditions, culture and socio-economic environment of the Hopi Reservation and its people
- Knowledge of traditional and modern home living care
- Basic knowledge of standards of care methods, techniques and practices

B. Skills:

- Good skills in verbal and written communication to prepare statistical/narrative reports, give presentations and communicate clear instructions
- Good skill in interpersonal relationships
- Good skill in planning and organization
- Skill in taking and reading vital signs

C. Abilities:

- Ability to work independently and follow verbal and written instructions
- Ability to conduct research on health topics and conduct public presentations
- Ability to maintain strict confidentiality of records / information
- Ability to operate personal computers, applicable software and basic office machines/equipment
- Ability to operate pressure cuffs, glucose meters and other related equipment
- Ability to establish and maintain professional working relationships with clients and others

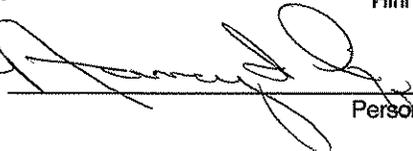
NECESSARY REQUIREMENTS:

1. Possess valid Arizona Driver's License and complete / pass the Hopi Tribe's Defensive Driving Course.
2. Must complete and pass the pre-employment screening in accordance with Hopi Tribal Policy.
3. Possess or obtain and maintain a valid Nurse's Aide Certification within one (1) year of hire.
4. Possess a clean driving record within the past two (2) years of application.
5. Speak and understand the Hopi language adequately to communicate effectively with those preferring to speak the Hopi language.

DESIRED REQUIREMENT:

1. Possess a strong sense of responsibility, compassion and cheerful attitude.

REVIEWED BY:  10/5/06
Hiring Authority Date

APPROVED BY:  11-9-06
Personnel Director Date