



## **COMMUNITY HEALTH AIDE**

Community Health Services  
Department of Health & Human Services

Reports To: Manager  
Salary Range: 27  
FLSA Status: NON-EXEMPT

### **INTRODUCTION**

This position is responsible for assisting in providing community education through presentations, training and other Health Promotion/Disease Prevention activities in the home and community to improve the health knowledge, attitudes and practices by promoting, supporting and assisting in delivering of total health care program. The Community Health Aide scope of work is to assist in addressing health care needs through the provision of community-oriented primary care services, including traditional Native concepts in multiple settings.

The incumbent is under supervision and line authority of the CHR Manager/CHR personnel. The supervisor provides continuous or individual assignments indicating generally what is to be accomplished, limitations, quality and quantity expected, deadlines and priority of assignments. The incumbent uses initiative in carrying out recurring assignments independently without specific instructions and addresses unfamiliar situations to the supervisor for assistance.

Contacts are with employees within/outside the immediate work area, other related service agencies, schools, villages/communities and the general public to exchange factual information and to coordinate program activities. Majority of the work is performed in the community setting when conducting on-site demonstrations, classes and presentations; some work is performed in a standard office environment. The incumbent is required to maintain a flexible schedule.

### **ESSENTIAL FUNCTIONS**

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

1. Provide assistance in identifying health problems, planning and implementing project activities.
2. Organize community health promotion and disease prevention events and facilitate the learning events.
3. Conduct home visits, field surveys and compile information/data to support activities/projects.
4. Prepares articles for submission to newspaper(s) and other media sources on various health topics.
5. Assists with coordinating activities for target population.
6. Performs other duties as assigned and authorized to achieve Tribal/Program goals and objectives.

### **MINIMUM QUALIFICATIONS**

Education: High School Junior/Senior in current Academic Year.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Basic knowledge of Public Health.
- Basic knowledge of educational tools and use of media for information dissemination.
- Basic knowledge of materials, aids, literature available.
- Basic knowledge of audio, video and graphic production.
- Good skill in written and verbal communications.
- Good skill to produce creative educational and informational materials.
- Good skill in human and public relations.
- Good skill in interpersonal relationships.
- Ability to plan and complete assignments according to established objectives.
- Ability to work independently and follow verbal and written instructions.
- Ability to conduct small to large group presentations.
- Ability to maintain and practice strict confidentiality.
- Ability to establish and maintain positive professional working relationships with others.
- Ability to operate personal computers, applicable software and basic office machines/equipment.

### **NECESSARY SPECIAL REQUIREMENTS**

- 1) Must have resided on the Hopi reservation for the last twelve months, from the date of application.
- 2) Must be a High School Junior/Senior in current Academic Year.
- 3) Must receive the COVID-19 vaccination prior to employment.
- 4) Must complete and pass the pre-employment screening, if applicable.
- 5) Must be able to pass mandatory and random drug & alcohol screening.



## **COMMUNITY HEALTH AIDE APPLICANT INFORMATION**

**Do you plan on attending a University, College, Vocational/Occupational program after High School?**

**If yes, where do you plan on attending?**

**What program of study do you plan to enroll in?**

### **WRITING SAMPLE QUESTIONS**

*This is a **required** section of the application in order to be considered for the Community Health Aide Internship.  
Help us understand your interest in seeking a Health Career.*

**Should you require more space, please attach additional pages clearly stating which question you are answering.**

- 1. Which health profession do you want to pursue and why?**
- 2. Describe a major health problem in your community and how would you address it?**
- 3. What do you hope to gain from being a Community Health Aide?**

