

Sauk-Suiattle Indian Tribe | Job Description

JOB TITLE: COMMUNITY HEALTH REPRESENTATIVE (CHR)
DEPARTMENT: HEALTH & SOCIAL SERVICES
SUPERVISOR: HEALTH & SOCIAL SERVICES DIRECTOR
STATUS: NON-EXEMPT/HOURLY

SUMMARY

The Community Health Representative (CHR) participates in the Community Health delivery of the Sauk-Suiattle Indian Tribe (SSIT) by being a champion and facilitator for the tribe's prevention, treatment, and surveillance programs and activities. The Community Health Representative provides holistic and culturally appropriate services on an individual, small group, and community level. These services will include but are not limited to: health education, communicable disease control, disease prevention, holistic treatments, emergency assistance, chronic disease management, and wellness promotion.

As a member of the Health and Social Services Department, the CHR is responsible for liaising between patients, families, the community, and healthcare providers to ensure patients and families understand their conditions and treatment and are receiving the correct care in a cultural appropriate manner. They will provide case management and client advocacy for social and health services in a variety of settings, such as community healthcare clinics, mental health clinics and institutions, client transportation, and home health services. They will assess the health status of patients as assigned and complete all necessary progress notes documenting vital signs and weight accurately.

The incumbent will educate and monitor the community regarding general health and will identify all required resources and interventions while preparing for epidemics and other emergencies. They will also be responsible for seeking grant opportunities that would create a potential for expanding services both internally and externally.

The CHR is expected to comply with the Sauk-Suiattle and Indian Health Service (IHS) Scope of Work and Tribal Council directives. The ideal candidate will be committed to the goals, values, and policies that work toward achieving the vision of SSIT Community Healthcare. They will also promote teamwork towards that mission.

SCOPE

The Community Health Representative (CHR) directly impacts individuals and the community as a whole by working with healthcare providers and the community to educate and provide information and support about healthy lifestyles, prevention and wellness, and how to maintain compliance while living with chronic disease(s). They will perform a wide variety of consulting and support services to individuals and groups that encourage prevention, and intervention when necessary. He/she will provide up-to date information and resources to promote healthy lifestyles.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manages patient registration and annual PAO-21 updates.
- Serves as a point of contact for the “fee-for-service” contracts with outside medical providers regarding client eligibility and billings.
- Advocates for clients/patients to assist them in obtaining a variety of unmet healthcare or social service needs.
- Educates the SSIT community on available health programs and health policies and procedures. Assists patients in identifying and applying for services through other resource agencies; acts as an advocate to communicate the needs of patients. Assesses need and refers clients/patients to the appropriate agency or program for services otherwise not provided by SSIT.
- Provides Case Management services, which includes monitoring of medications or health status observances, under the direction of the client’s Physician or healthcare provider or as needed. Provides coordination of these services with staff of the Health and Social Services Department as needed.
- Prepares a variety of reports and other documentation related to case management and monitoring community health.
- Maintains confidentiality of records and patient information.
- Attends staff meetings and other meetings as required.
- Participates in the planning, designing and sponsoring of community education forums of the Health and Social Services Department, including prevention activities or events.
- Performs a variety of field visits regarding patient education, triage services, chore services for elderly or homebound clients, patient monitoring, and patient assistance. Visits patients’ home to provide health education and maintain health surveillance as necessary.
- Facilitates community events related to health promotion and disease prevention activities and topics, such as: immunizations; well baby clinics; safety in the home; medications/drug storage; proper sanitation and maintenance of the patient’s home; and health hazards of behaviors such as alcohol use, cigarette smoking, eating habits, etc.
- Works closely in collaboration with tribal programs and youth and elder coordinators to develop and coordinate tribal driven programs.

- The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.
- Other duties as assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and 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, or equivalent. Must complete CHR Basic Training, medical records training, CPR/First Aid, HIV/Hepatitis Bloodborne pathogen, HIPAA, and some basic alcohol counselor and/or human services college level courses.

COMPUTER SKILLS

To perform this job successfully, an individual should have knowledge of Word Processing Software and Spreadsheet software.

LANGUAGE SKILLS

Ability to comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

CERTIFICATES, LICENSES, REGISTRATIONS

Current Washington State driver's license. HIV/Aids, First Aid/CPR, Food Handlers Certification, Blood Pathogens Certificate, and other certifications such as appropriate CHR basic or refresher courses and other appropriate classes as required by the SSIT Tribal Action Plan and/or funding source.

PHYSICAL DEMANDS/WORK ENVIRONMENT

The physical demands and work environment 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 frequently required to stand; walk; sit and talk or hear. The employee is occasionally required to use hands to finger,

handle, or feel and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. The noise level in the work environment is usually moderate.

CULTURALLY SENSITIVE

All employees must be culturally sensitive to the customs, traditions, practices, and sovereign status of the Sauk-Suiattle Indian Tribe.

DRUG FREE WORKPLACE

Sauk-Suiattle Indian Tribe is a drug-free workplace. All employees are subject to a pre-employment drug screen.

BACKGROUND CHECK

All employees must be able to pass a background check per Sauk-Suiattle Indian Tribe's Background Check Policy.

NATIVE AMERICAN AND VETERAN PREFERENCE APPLIES

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.