



Consolidated Tribal Health Project, Inc.

Community Health Representative I

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| Department: Community Outreach | Reports To: Outreach Services Manager |
| FLSA Status: Non-Exempt | Pay Grade: \$34,216-\$48,152 |
| Classification: RFT/RPT/TEMP/INT | Hours of Work: 40, varies |
| Covered Position: Yes | Approved: 3/13/19 |

Job Summary

This position conducts home visits and participates in planning and documenting Outreach activities with a focus on clientele health education and community resources.

Job Duties & Responsibilities

- Work with the Native American community and connect our clients with local health care services in the area, primarily through direct involvement in providing education, encouragement, and support to improve individual health status.
- Meet with and monitor clients to help identify health care needs and adopt good health practices by providing education, encouragement, and support.
- Document all home visits and client services, and report significant findings to supervisor and provider, ensuring findings are data entered in EHR.
- Coordinate client services internally at CTHP or externally with other community or healthcare resources.
- Participate in and document community participation in Outreach events, activities, and projects, which are generally after-hours and/or weekends.
- Advocate for community members to obtain essential components of individual health needs.
- As a mandated reporter, prepare and submit reports as required by law (i.e., reports of abuse).
- Attend continuing education seminars, workshops, conferences, and/or trainings to maintain familiarity with current trends and best practices.
- Participate in departmental programs and events planning.
- Contribute to developing and maintaining resource and health education materials.
- Maintain an individual Outlook calendar, identifying client meetings, home visits, and other tasks, as this is shared by all peers for departmental planning.
- Perform other duties as assigned.

Minimum Qualifications (Education & Experience)

- High school diploma or GED.
- Six (6) months experience working with client services, particularly related to health promotion activities.
- Complete the IHS CHR online training within 30 day of employment.
- Proof of valid driver license, with a clean driving record.
- Current CPR/First Aid, or ability to obtain within three months of date of hire.
- A combination of experience, education, and training may substitute for degree requirements on a year for year basis.

Preferred Qualifications (Education & Experience)

- One (1) year of experience working with client services, particularly related to health promotion activities.
- Indian Preference applies to all Consolidated Tribal Health Project (CTHP) positions in accordance with CTHP Policy and applicable federal law

Necessary Knowledge, Skills, and Abilities

- Maintains knowledge of local resources for community members, particularly related to health and wellness activities.
- Strong understanding and sensitivity to American Indian/Tribal culture and lifestyle, working effectively with American Indian/Alaska Native populations.
- Effective oral and written communications skills with sensitivity to lifestyles of targeted participants.
- Skills in operating personal computer using a variety of computer software.
- Ability to maintain strict confidentiality and comply with all applicable federal and tribal privacy laws, as well as CTHP policy (HIPAA, HITECH, etc.).
- Ability to learn and apply program/agency operating policies and procedures.
- Ability to manage multiple priorities and tasks concurrently and meet deadlines.
- Ability to work independently as well as with teams.
- Ability to establish and maintain cooperative working relationships with management, coworkers, and outside contacts.

Working Conditions

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 regularly required to use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to stand and/or sit. The employee is occasionally required to walk; sit and climb or balance. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, peripheral vision and depth perception. The noise level in the work environment is usually average.

Conditions of Hire

- In accordance with CTHP policy, all employment at CTHP is "at will" and based on mutual consent. This means that the employee or CTHP may terminate employment at any time and for any reason with or without notice. No term of employment is expressed or implied for this "at-will" position.
- May be required to possess and maintain a valid driver license or capable of obtaining one; as well as be insurable by CTHP's company insurance.
- CTHP complies with the Drug-Free Workplace Act of 1988, whereby employees shall not manufacture, distribute, dispense, possess, use, or be under the influence of, alcohol, and must pass a pre-employment and subsequent random drug and alcohol screening to be eligible for and maintain employment.
- CTHP has several positions which must comply with the P.L. 101-630 Indian Child Protection and Family Violence Protection Act (ICPA); all employment offers in the "covered"

classification are conditional until CTHP has received a Federal criminal background check verifying eligibility to work in these programs.

- Due to providing healthcare services, employees are subject to an annual TB screen and flu shot, should an employee opt to not take the flu shot they will be required to wear a face mask during flu season. Covid-19 vaccine is required. See Covid Policy.

This Job Description describes the essential duties and qualifications. It is not an exhaustive statement of all the duties, responsibilities, or qualifications of the job; management has the exclusive right to alter or add to this job description at any time without notice. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional duties as assigned.

Employee Printed Name

Employee Signature

Date

Supervisor Printed Name

Supervisor Signature

Date