



## POSITION DESCRIPTION

Position Title	Community Health Representative (CHR)
Department	Community Wellness
Reports To	Community Health Nursing Supervisor

Job Grade	C	Schedule: Full Time
Effective Date	December 2018	Benefitted

### Position Summary

The Community Health Representative (CHR) directly impacts individuals, families and the community as a whole by working with Public Health Nurse (PHN), medical care team to educate, promote, and support healthy lifestyles. All duties and responsibilities will be performed in accordance with the Yellowhawk Mission and Vision statement.

#### Essential Duties:

Working under the direction of PHN and medical care plan, the written systematic, client coordinated plan, which lists goals, and actions required to meet the needs of the client.

Document all patient encounters in the Electronic Health Record (EHR).

Communicate with PHNs and medical team.

Perform home visits to assess patient's health and healthcare needs to promote healthy living.

Report concerns or abnormal findings to PHN and medical team to meet the patient's needs and to coordinate appropriate services and/or resources.

Advocate for the community health care needs and services.

Assist in providing quality health promotion and disease prevention activities to our community.

Assist community members/patient in accessing appropriate medical care in a timely manner.

Provide resources to assist clients with their healthcare and social needs.

Act as a liaison for the community to facilitate information on clinical services to meet their needs.

Collaborate with other departments to maintain communication and good working relationship within the organization to ensure quality health care service for patients.

May be required to transport patients to the clinic or other medical offices.

Maintain confidentiality in accordance with the Yellowhawk Tribal Health Center Policy Manual, HIPAA and the Privacy Act.

**Other Duties:**

Other duties as assigned.

**Knowledge, Skills and Abilities:**

Ability to work as a team with co-workers and maintain a professional relationship with all outside entities.

Excellent verbal and written communication and the ability to follow set policies and protocols.

Active listening skills to give full attention to what patients are saying, taking time to understand points being made, and asking questions as appropriate but maintain professional boundaries.

Ability to monitor and assess physical and mental well-being of individuals.

Must have good judgement and decision making skills that keep patient safety a top priority.

Ability to work responsibly and independently with minimal supervision.

Ability to use a blood pressure cuff, thermometer, oximeter, and demonstrate the usage of glucometer.

Understanding of our cultural and community needs.

Time Management and organizational skills. Able to prioritize duties and patient needs.

Experience in serving as a liaison between groups.

Skilled in efficiently operating a computer to enter data and provide reporting requirements.

**Typical Physical Demands:**

This position requires sitting for periods of time, with frequent walking and occasional bending, stretching, lifting and require normal hearing and eyesight to adequately perform job duties. Must have the ability to lift or move 35 pounds. This position requires the ability to perform work under stressful situations.

**Typical Working Conditions:**

Requires a close working relationship with community health and clinical staff, to provide patient services. Contact will involve working with chronic and/or acutely ill patients.

**Other Aspects of the Position:**

Requires occasional weekend and/or evening work.

May require travel for training and meetings.

**Minimum Qualifications:**

High school Diploma or equivalent.

Must possess a valid CNA certification or be able to acquire within one year of service.

Must possess or receive CPR and First Aid certification within ninety (90) days of employment.

Must possess a valid driver’s license and maintain insurance requirements to operate General Services Administration vehicles.

Must submit to and pass a reference and criminal background check.

Must submit to and pass a pre-employment drug and alcohol screening.

**Yellowhawk gives preference to applicants in the following order:**

- CTUIR-enrolled Tribal members
- Other federally-recognized tribal members
- Military personnel who have been honorably discharged
- All other applicants

The success of the Yellowhawk Tribal Health Center delivery of health care services, business operations and reputation are built on the principles of our employees’ fair and ethical conduct. Our reputation for integrity and excellence requires careful observance of the terms of the Centers contracts with funding agencies, the Personnel Policies and Procedures Manual, and the spirit of all applicable laws and regulations, as well as the adherence of the Yellowhawk employees to the highest standards that govern their professions, conduct, performance and personal integrity.

Approved by:

Date

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I acknowledge that I have read and understand the duties and responsibilities of this position description.

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\_\_\_\_\_

Signature

Date

*Our Vision: Our Tribal community achieves optimal health through a culture of wellness.*

*Our Mission: It is our mission to empower our Tribal community with opportunities to learn and experience healthy lifestyles.*