



POSITION DESCRIPTION

POSITION TITLE Community Health Representative (CHR)

OPENING DATE 6/12/2020

CLOSING DATE 7/2/2020

DEPARTMENT Community Wellness

LOCATION Yellowhawk Tribal Health Center

SUPERVISED BY Community Health Nursing Supervisor

SALARY \$27,220 - \$40,183 annual Grade: C

STATUS Full Time; Non-Exempt; Covered Status; Safety Sensitive

MINIMUM QUALIFICATIONS

1. High school Diploma or equivalent.
2. Must possess a valid State Community Health Worker certification (CHW) or the ability to obtain one within 90 days of hire.
3. Must possess or receive CPR and First Aid certification within ninety (90) days of employment.
4. Must possess a valid driver's license and maintain insurance requirements to operate General Services Administration vehicles.
5. Must submit to and pass a reference and criminal background check.
6. Must submit to and pass a pre-employment drug and alcohol screening.

Preferred Qualifications:

N/A

DESCRIPTION [Job Summary](#)

The Community Health Representative (CHR) directly impacts individuals, families and the community as a whole by working with Community Health Nurse (CHN), 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 Job Functions:

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

2. Document all patient encounters in the Electronic Health Record (EHR).
3. Communicate with CHN's and medical team.
4. Perform home visits to assess patient's health and healthcare needs to promote healthy living.
5. Report concerns or abnormal findings to CHN and medical team to meet the patient's needs and to coordinate appropriate services and/or resources.
6. Advocate for the community health care needs and services.
7. Assist in providing quality health promotion and disease prevention activities to our community.
8. Assist community members/patient in accessing appropriate medical care in a timely manner.
9. Provide resources to assist clients with their healthcare and social needs.
10. Act as a liaison for the community to facilitate information on clinical services to meet their needs.
11. Collaborate with other departments to maintain communication and good working relationship within the organization to ensure quality health care service for patients.
12. May be required to transport patients to the clinic or other medical offices.
13. Maintain confidentiality in accordance with the Yellowhawk Tribal Health Center Policy Manual, HIPAA and the Privacy Act.

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. 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.

NOTICE TO APPLICANTS

Application Deadline

Complete Yellowhawk employment application packets will be accepted until 4:00 p.m., on the posted closing date as found on Page 1 of this announcement, or postmarked on that date. Only those employment application packets which are complete, with all additional required information, as found in the "required employment application packet material" below will be considered. Employment application packets received after the deadline will not be considered.

Required Employment Application Material

Applicants will be required to submit a complete job application packet for each position they desire to apply for. A complete job application packet will include:

1. Completed employment application.
2. Cover letter – explaining your qualifications and experience relevant to the functions of this position.

3. Resume – identifying your qualifications and experiences relevant to the functions of this position.
4. High School Diploma/GED or copy of official college transcripts (if applicable).
5. Preference – appropriate documentation for either Tribal or Indian preference and/or Veteran’s preference.

Application Submission

Submit Complete Job Application Packets to:

via Mail:
Yellowhawk Tribal Health Center
attn: Human Resources/HR Recruiter
46314 Timine Way
Pendleton, OR 97801

OR

via E-mail:
hrrecruiter@yellowhawk.org

APPLICANT REVIEW AND ACKNOWLEDGEMENT

I acknowledge that I have read and understand the duties, responsibilities and requirements of the position for which I am applying.

Signature

Date