



Skokomish Indian Tribe

Tribal Center (360) 426-4232

N. 80 Tribal Center Road

FAX (360) 877-5943

Skokomish Nation, WA 98584

POSITION DESCRIPTION

POSITION TITLE: COMMUNITY HEALTH REPRESENTATIVE (CHR)

SUPERVISOR: DEPUTY DIRECTOR

NATURE OF WORK: CHRs are trained in health care provision, disease control, and prevention skills and help eliminate health disparities by removing barriers to care in their communities. CHRs are the frontline workforce focusing on improving Social Determinants of Health (SDOH) for underserved populations to decrease health inequities using a community-based approach. CHR activities impact SDOH by increasing:

1. Access to care and coverage,
2. Social/cultural cohesion, transportation,
3. Food access,
4. Environmental quality,
5. Social justice,
6. Housing, and
7. Educational training opportunities

REPRESENTATIVE JOB DUTIES:

1. Provide outreach, general health, dental services, education, and consultation to the community.
2. Coordinate, plan, and arrange health education workshops, classes, or sessions on various medically related issues for the community.
3. Provide Contract Health Services/Purchased/Referred Care notification when requested by a client in compliance with CHS/PRC regulations.
4. Record activities in the Electronic Health Records system.
5. Responsible for the pickup and delivery of medications.
6. Provide Client transportation in accordance with the CHR Transportation Policy and the Paratransit Transportation agreement.
7. Adhere to CHR program requirements, i.e., reports, schedules, etc.
8. May be required to attend night and/or weekend meetings or workshops that are conducive to the CHR program.
9. Assist Primary Care Clinic as needed including serving as Front Desk staff, rooming patients, and other duties as requested and appropriate.
10. Other duties as assigned by supervisor.

MINIMUM QUALIFICATIONS:

1. High school diploma or GED certificate.
2. Knowledge of HIPPA and Release of Information requirements.
3. Knowledgeable of Confidentiality Standards of Practice.
4. Computer literate with exceptional communication skills.

5. **Hold a current Certified Nursing Assistant (CNA) license or be willing to obtain certification within six (6) months of the hire date.**
6. Willing to obtain further training to improve working skills.
7. Willing to complete a three (3) week CHR Basic Training within six (6) months of hire date.
8. Willing and have the ability to coordinate and participate in community activities.
9. Willing and have the ability to work varied hours or weekends when necessary to accomplish the department's goals.
10. Be dependable and able to work in a team environment.
11. Experience working in a Native American community.
12. Candidate must have a valid driver's license and be eligible for the Tribe's automobile insurance.
13. Must be able to work in a team environment.
14. Strong organizational, communication and interpersonal skills preferred.
15. The selected candidate must successfully complete a pre-employment drug screen test, and a complete fingerprint background investigation, including relevant criminal history, prior to employment.

Behavior standards: Respectful, courteous, and friendly to customers, other tribal employees, and tribal leaders. A team player that helps the organization meet its objectives. Takes initiative to meet work objectives. Effective communications with customers and other tribal employees. Get along with co-workers and managers. Positively represents the tribe maintaining the trust Skokomish residents have place in each of us. Demonstrates honesty and ethical behavior.

CONFIDENTIALITY: The employee will be required to sign a confidentiality agreement. Violation of this agreement can result in immediate dismissal.

DRUG-FREE WORKPLACE POLICY: The Skokomish Tribe is committed to providing a drug-free workplace for its employees, volunteers, and the community it serves. By Skokomish Tribal policy, this position requires pre-employment drug testing.

PREFERENCE: The Skokomish Tribe's Indian Preference Policy applies to this position. First preference will be given to qualified, enrolled Skokomish tribal members. Second preference will be given to qualified Native American applicants who provide proof of enrollment in a federally recognized tribe. Applicants not entitled to, or who fail to claim Indian Preference, will receive consideration without regard to ethnic/national origin, marital status, sexual orientation, religion, disability status, or membership in the tribal organization.

This position is at will and does not create a contractual relationship between the tribe and the employee.

APPLICATION INSTRUCTIONS

Application must be filled in completely (Do not write see resume). **APPLICATIONS THAT ARE NOT COMPLETELY FILLED OUT and TURNED IN BEFORE CLOSING DATE WILL NOT BE CONSIDERED**

NOTE: Resumes and Cover Letters are only accepted in support of the application

JOB DESCRIPTION APPROVAL:

CEO: _____ Date: _____

Employee: _____ Date: _____