



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: HEALTH AND WELLNESS LEAD

NATURE OF WORK: CHR works closely with medical providers, registered nurses, case managers, and other Tribal departments to provide care coordination, system navigation, and connections to resources for community members. The CHR conducts outreach, education, and other public health activities that promote the health and wellness of community members of all ages. Provides social support, informal counseling, and advocacy for individuals and community health needs. Provides direct services such as health screenings and first aid.

REPRESENTATIVE JOB DUTIES:

1. Provide culturally relevant health and prevention education, in one-on-one and group/community settings.
2. Assist in the development of care plans in collaboration with the clinical care team.
3. Monitor and support chronic disease management and goal setting in accordance with the clinical care plan.
4. Assist with care coordination and support completion of necessary health care by identifying patients due for screening/care, scheduling appointments, providing appointment reminders, and arranging or providing non-emergency medical transportation.
5. Facilitate patient-provider communication, including interpretation or translation of medical referrals and health screening results.
6. Assist clients to navigate health and social service systems.
7. Manage referrals to and from various health and social services; communicate results to the care team as needed and document in the client electronic health record.
8. Identify and address barriers to care for clients, conduct screenings for health-related social needs and make referrals to appropriate community and social service agencies.
9. Conduct home visits for the purpose of evaluating patient health status, delivering durable medical equipment or medication, conducting home safety/fall risk assessments.
10. Conduct and document basic health screening such as blood pressure check, blood glucose monitoring, and basic foot care.
11. Advocate for patients and communities to access or obtain needed services or resources that impact their health.
12. Provide social support and coaching to clients, including those who are newly diagnosed with a chronic or serious illness, clients experiencing loss, and other situations affecting family history and well-being.
13. Conduct outreach in the community to identify new cases of community members in need of services or resources; make referrals and or assist clients to access or obtain necessary services or resources.
14. Support local emergency preparedness and response teams as required.

15. Support vaccination and community/school health clinics or events through outreach, education, and other support in coordination with Registered Nurses, Practice Administrative Coordinator, and Health and Wellness Lead.
16. Collaborate with local, state, and national entities as needed (e.g., program quality improvement, patient care coordination, public health response efforts, CHR training and continuing education).
17. Maintain accurate and timely records of client encounters, case findings, referral results, and other required documentation.
18. Attend workshops, training, conferences to obtain continuing education in relevant areas.
19. Participate in program planning and quality control.
20. Perform other duties as assigned by supervisor or director.

MINIMUM QUALIFICATIONS:

1. High school diploma or GED certificate.
2. Knowledgeable 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. Have completed basic IHS CHR Training online course, or complete within ninety (90) days of hire.
8. Valid First Aid and CPR certification (including universal precautions/blood borne pathogens precautions) or obtain a certification within ninety (90) days of hire.
9. The ability to coordinate and participate in community activities.
10. The ability to work varied hours or weekends when necessary to accomplish the department's goals.
11. Be dependable and able to work in a team environment
12. Hold a valid driver's license and be eligible for the Tribe's automobile insurance.
13. Strong organizational, communication, and interpersonal skills.
14. Experience working in a Native American community.
15. The candidate must have a valid driver's license and be eligible for the Tribe's automobile insurance.
16. Must be able to work in a team environment.
17. Strong organizational, communication and interpersonal skills preferred.
18. 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. Take the 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. Demonstrate 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

The 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: _____