
FEATHER RIVER TRIBAL HEALTH

POSITION DESCRIPTION

JOB TITLE: COMMUNITY HEALTH REPRESENTATIVE (CHR) – TOR

Grade: 5/6 (DOE)

Reports to: Outreach Director

Department: Outreach

Classification: Non-Exempt

Supervises: None

POSITION SUMMARY:

This individual is responsible for the day-to-day activities required to accomplish the joint missions of the Wellness Center/Outreach and BHS Programs related to the scope of work of the TOR grant. The function of this position is to be an advocate for Native Americans and their families. Position performs a variety of program and grant-related activities that involve assessing client needs, developing appropriate plans of care, assisting clients in assessing services, providing basic health promotion and disease prevention, maintaining a client database, and documenting services needed.

ESSENTIAL FUNCTIONS:

1. Promote, organize, and participate in the overall Outreach Program.
2. Identify Native Americans in the assigned service area and provide information regarding agency services.
3. Identify clients' needs, develop and implement intervention activities, and assist clients in accessing appropriate resources.
4. Initiate, receive, track and document, according to department & agency policy, in-house and inter-agency referrals for medical, dental, mental, social, and other identified health and/or human service related needs.
5. Provide education and other intervention strategies focused on a variety of issues. Collaborate and maintain a working relationship with community agencies.
6. Compile and maintain community resource and referral information.
7. Communicate relevant and necessary information to appropriate agency staff while adhering to the confidentiality standards required by the agency.
8. Develop and maintain data collection systems vital to tracking and documenting Outreach Program and special project activities.
9. Attend necessary trainings to improve and enhance program services.
10. Travel to and provide program services in community settings.
11. Timely documentation in both EHR of activities & referral actions.
12. Assist in the development of classes and participate in presentation of materials.

ADDITIONAL RESPONSIBILITIES:

1. Perform such duties and special projects as determined by the Outreach Director as required to carry out department's scope of work.
2. Attend staff trainings and meetings as required.
3. Learn and implement electronic health records functions as they continue to evolve.
4. Assist with a variety of duties in order to meet the needs of the department on an as needed basis.
5. Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

1. Ability to communicate clearly and concisely.
2. Human relations skills to deal effectively with staff, community members, outside agencies, and the public-at-large in person and on the telephone.

3. Ability to work independently and productively.
4. Knowledge and understanding of the local Indian community's customs, traditions, and specialized features.
5. Ability to collect, summarize, and report data coherently and logically.
6. Ability to establish and maintain effective working relationships; and coordinate activities in the agency and with groups outside the organization.
7. Demonstrate awareness, sensitivity, and appreciation of Native American culture, traditions, customs, and socioeconomic needs.
8. Ability to represent the agency in the community in a professional manner.
9. Ability to maintain a professional attitude and appearance at all times.
10. Ability to meet deadlines and assigned projects in a timely, efficient manner.
11. Ability to be prompt and efficient with minimal absences.
12. Ability to obtain CPR certificate as required for position.

EDUCATION AND EXPERIENCE:

1. High school diploma or equivalent.
2. Certification or other formal training in health-related field, parenting courses, domestic violence, and mental health courses preferred.
3. Ability to complete required health training program(s) provided by the agency.
4. Minimum of two (2) years experience in a healthcare setting (volunteer work or formal education/training may be substituted for work experience).
5. Computer skills and typing ability sufficient to input data and prepare program reports.
6. Current CPR certification.
7. Possession of a valid California driver's license and current car insurance sufficient to be insurable.

PHYSICAL REQUIREMENTS:

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 disability 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, stoop, kneel or crouch; and talk and hear within normal range. The employee is frequently required to stand, walk, sit, climb, or balance and use taste and smell senses. The employee must regularly be able to lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. This position is physically and emotionally challenging. There is a high degree of stress. Ability to deal with time constraints and emotional stress and exposure to body fluids and viruses are also essential functions of this job.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing 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 exposed to odors and airborne particles. The noise level in the work environment is usually moderate.

Reasonable accommodations will be given to qualified disabled applicants pursuant to Section 501 of the Rehabilitation Act of 1973, 29 U. S. Code 791, Title 29, and the Americans with Disabilities Act (ADA).

Reviewed Job Description:

Employee Printed Name: _____

Employee: _____

Date: _____

Supervisor: _____

Date: _____

Chief Executive Officer: _____

Date: _____
