

JOB ANNOUNCEMENT

TITLE: Community Health Representative

OPENING DATE: **April 29, 2008**

CLOSING DATE: **May 13, 2008**

LOCATION: Bois Forte Reservation

STARTING RATE and GRADE: \$9.80 (N-5)

IMMEDIATE SUPERVISOR: Maternal Child Health Community Health Nurse

JOB SUMMARY:

Part time position, 20 hours per week. No fringe benefits are paid with this position except those associated with payroll.

EDUCATION:

High school diploma or equivalent. Demonstrated ability or relevant work experience may be substituted for education.

QUALIFICATIONS:

1. Must possess or have the ability to obtain a valid Minnesota driver's license and be insurable on the RTC automobile policy.
2. Willingness to accept philosophy and purpose of the organization.
3. Knowledge of the Bois Forte Reservation and its people.
4. Knowledge of confidentiality laws.
5. Must have a telephone.
6. Be certified or willing to take training to be certified as a Certified Nursing Assistant to assist clients in bed baths, foot care, blood pressures, blood glucose monitoring and other duties as requested by the Community Health Nurse, Health Director, or Clinic Licensed Practical Nurse.
7. Knowledge to recognize medical emergency and required actions to take.
8. Must be certified or willing to become certified as a child passenger safety technician to manage seat distribution and training program.

DUTIES AND RESPONSIBILITIES:

1. Make home visits to community members in homes, hospitals, and other facilities.
2. Distribute information pamphlets on health related topics through home visits and walk in clinics.
3. Provide one-on one education to individuals on health related topics through assigned home visits and walk-in visits.

4. Make referrals and appointments for clients to other health and/or social service resources, and provide follow-up to clients to assure that appointments have been met.
5. Organize and maintain a current file on all client referrals with pertinent data and social service resources available to the community.
6. Serve as a liaison between the community and health/social service resources.
7. Keep community members aware of services available to them.
8. Transport clients to health resources when clients have no other means of transportation in accordance with the Bois Forte Health Services Transportation Policy.
9. Submit a clear monthly narrative report to the Commissioner of Health Services, Community Health Nurse and the Indian Health Service.
10. Conduct home safety assessment for potential hazards and make appropriate contacts to remove hazards.
11. Organize and implement, in conjunction with Injury Prevention Committee, community injury control projects, including public safety education presentations.
12. Perform clerical duties, including typing and word processing for the Community Health Department Staff.
13. Provide appropriate education to prenatal and postpartum women, infants and children under the supervision of the Maternal Child Health Nurse.
14. Become certified in Medicaid Administrative Time Study and participant in random day log time studies.
15. Receiving in and abide by all Health Information Portability and Accountability Act (HIPAA) policies.
16. Other duties as assigned.

KNOWLEDGE AND ABILITIES:

1. Ability to assist and/or transfer Maternal, elderly and disabled clients to and from medical appointments.
2. Ability to assemble, maintain records, and present data in report forms.
3. Ability to exercise independent judgment.
4. Ability to assess health care needs including consideration of physical, emotional, spiritual, and socio-cultural aspects involved.
5. Ability to work well with other Departmental staff.
6. Knowledge of agency philosophy and objectives, programs, policies, and procedures.
7. Knowledge of computer programs, specifically publisher and excel.

Applicants will be subject to a background investigation.

Pre-employment drug testing applies.

INDIAN PREFERENCE WILL APPLY.

Submit application to: Human Resources Director, Patti Wilkie, P.O. Box 16, Nett Lake, 55772. Please visit our website at www.boisforte.com to download an application.