



Bois Forte Band of Chippewa

5344 Lakeshore Drive ■ Nett Lake MN, 55772 ■ 218-757-3261/1-800-221-8129

COMMUNITY HEALTH REPRESENTATIVE (CHR)

Position Description

Opens: February 8, 2019 Closes: February 22, 2019			
Department:	Health and Human Services	Reports to (title):	Lead Community Health Nurse
Job Code:	N-6	Job Location:	Bois Forte Health Services Nett Lake, MN
Pay Range:	Min: \$11.53 Mid: \$14.415 Max: \$17.30	Supervises:	None
Hours/week:	40	Classification:	Non-Exempt
Type of Position:	Full-Time	Effective Date:	02/07/2019
		Revised Date:	02/07/2019

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of Bois Forte Band of Chippewa are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards of the tribal government (may also be referred to as "Band").
- Interact in an honest, trustworthy, and respectful manner with employees, community, visitors, and vendors.
- Comply with Bois Forte Band of Chippewa policies and procedures.
- Maintain a current insurable driver's license.
- Display respect and understanding of Bois Forte Band of Chippewa traditions and values.

POSITION PURPOSE

The Community Health Representative is responsible for participating in the delivery of high-standard Community Health treatment and surveillance programs in the Nett Lake and Vermilion areas, in order to provide quality health prevention and treatment in the community. The incumbent will also educate and monitor the community for general health, and in epidemics and emergencies.

ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

1. Coordinates and develops annual, quarterly and monthly reports for Bois Forte Band of Chippewa Health and Human Services Department.
2. Attends all training, workshops, and meetings related to the position and distributes and maintains minutes of all meetings.
3. Maintains current, accurate and secure files ensuring they comply with HIPAA regulations.
4. Provides home visits to community members in homes, hospitals, nursing homes, and other facilities; provides treatment to minor illnesses.
5. Organizes and maintains a current file on all client referrals with pertinent data and social service resources available to the community; maintains referrals and appointments for clients to ensure that appointments have been met.
6. Serves as a liaison between the community and health/social service resources.
7. Transports clients to health resources when clients have no other means of transportation in accordance with Bois Forte Human Services Transportation Policy.

Position Description

8. Maintains arrangements and assists with special clinics during the year, such as: immunization, audiology, optometry, rabies, and other clinics as needed.
9. Conducts home safety assessments for potential hazards and make appropriate contacts to remove hazards.
10. Organizes and implements, in conjunction with Injury Prevention Committee, community injury control projects, including public safety education presentations.
11. Maintains and organizes the Bois Forte Needs Program.
12. Performs clerical duties, including typing and word processing for the Community Health Department Staff.
13. Performs other duties as assigned.

MINIMUM MANDATORY QUALIFICATIONS

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| Experience: | <ul style="list-style-type: none">• One year of experience in a related field |
| Education: | <ul style="list-style-type: none">• Associate's Degree in Health Education or Health Promotion |
| License/Certification: | <ul style="list-style-type: none">• CNA certified or obtain within one year• Must possess a valid state driver's license, and be insurable on the RTC automobile policy |
| Mandatory Knowledge, Skills, Abilities and Other Qualifications: | <ul style="list-style-type: none">• Knowledge of Bois Forte Reservation and its people.• Ability to be discreet and able to maintain the highest standard of security and confidentiality in accordance with Federal, State, and Tribal regulations.• Well-organized with the ability to prepare and distribute information confidentially and with discretion.• Ability to show initiative and take responsibility for work with minimum supervision.• Excellent communication skills, both verbal and written, with the ability to effectively communicate with the public, visitors and other delegates.• Excellent customer service skills.• Ability to multi- task.• Ability to assist clients in an effort to problem-solve to help achieve a positive result.• Ability to track referrals and client numbers.• Knowledge of social welfare and social services delivery system and local provider network.• Knowledge of the socio-cultural factors that both enhance and adversely affect the mental health of American Indian populations.• Basic operation of a workstation (turning on/off, knowledge of basic functions and components) and general office equipment Use/storage/maintenance of multiple usernames and passwords. Computer-related problem-solving skills through the use of available trainings and help desk.• Knowledge of Microsoft Office Suite (Word, Excel, etc.), internet software and appropriate storage of electronic files.• Ability to perform other duties as assigned.• A record of satisfactory performance in all prior and current employment as evidenced by positive employment references from previous and current employers. |

Position Description

PREFERRED QUALIFICATIONS

- Community Health Representative certificate

WORK ENVIRONMENT

- Work environment:** The work environment characteristics described here are representative to those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Limited overnight travel may be required from time to time. This position may be exposed to certain health risks that are inherent when working within a health center facility, such as potential exposure to hazardous chemicals, sharps, and infectious body fluids.
- Physical demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk, hear and perform repetitive motions. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with the community, visitors, employees, and vendors.
- Mental demands:** There are a number of deadlines associated with this position. The employee must be able to handle frequent interruptions and must also multi-task and interact with a wider variety of people on various issues.

TRIBAL AND INDIAN PREFERENCE

The Bois Forte Band of Chippewa has implemented a Tribal and Indian Preference in Employment Policy. Pursuant to this Policy, applicants who possess the knowledge, skills, and abilities required by this position, and who are enrolled members of the Bois Forte Band of Chippewa Tribe will be given primary preference in hiring and employment for this position. Members of other federally-recognized Indian tribes will be given secondary preference for hiring and employment after providing proof of tribal membership. Tribal and Indian preference is integrated into the interview and scoring process for candidates for job positions.

OTHER

- Confidentiality:** All employees must uphold all principles of confidentiality to the fullest extent. This position may have access to sensitive information and a breach of these principles will be grounds for immediate termination.
- Background Investigation:** This position may be subject to a criminal history background check, a suitability background check and/or a Fair Credit Reporting Act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act." Candidates must be able to successfully pass all required background checks to qualify for this position.
- Drug Screening:** All applicants must successfully pass a pre-employment drug screening prior to beginning employment and will be subject to random drug testing.

Disclaimer: The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.

COMMUNITY HEALTH REPRESENTATIVE (CHR)

Page 4

Position Description

PRE-EMPLOYMENT DRUG TESTING APPLIES. INDIAN PREFERENCE WILL APPLY. UPON PRESENTATION OF DD-214 WHICH REFLECTS HONORABLE DISCHARGE, APPLICANTS WILL RECEIVE VETERAN'S PREFERENCE POINTS. Please visit our website at www.boisforte.com to download an application. Applications are accepted via: Fax, Email, U.S. Mail, and In Person. Submit applications to: Human Resources Director, Miranda Lilya, 5344 Lakeshore Drive, Nett Lake, MN 55772, Fax: 218-757-3312, mlilya@boisforte-nsn.gov. Applications received after the closing date will not be accepted.