



# Ho-Chunk Nation

## Job Description



<b>TITLE:</b> Community Health Representative		<b>JOB CODE:</b> CMRP
<b>GOVERNMENT – EMPLOYEE</b>		<b>EEO:</b> 6
<b>Non-Exempt</b>		<b>PAY GRADE:</b> 6
<b>No Flex</b>	<b>FUNDING SOURCE:</b> IHS	<b>NATIVE AMERICAN PREFERENCE</b>

*"All employees are subject to the Drug, Alcohol and Controlled Substance Policy."*

*"All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation – Resolution 08-20-13K"*

*"This position requires compliance with the Indian Child Protection and Family Violence Prevention Act, 25 U.S.C. Part 3207 (c) and shall be subject to a background investigation as a condition of employment."*

### **POSITION OVERVIEW**

This position is located in the Community Health Division of the Ho-Chunk Nation Health Department. This position will provide quality outreach health care services, community-based health promotion and disease prevention services to all federal recognized Native Americans residing in the Ho-Chunk Nation's Community Health Service Delivery Area (CHSDA).

### **PERFORMANCE-BASED JOB FUNCTIONS AND OBJECTIVES**

1. Provide follow-up care with primary responsibilities including ten home visits per week or 40 per month for high risk elderly and tribal clients of all ages as a resource for monitoring health status and needs as directed and indicated by a referral from a healthcare provider.
2. Provide monitoring screenings and health education for assigned clients in office, communities or home setting as needed to include 5 blood pressure per week/ 20 per month and 5 glucose monitoring education services per week/20 per month.
3. Monthly documentation of intakes completed for the Women, Infants and Children's (WIC) Program to determine eligibility, health screening, schedule appointments and home visits.
4. Provide two monthly community health education presentations or displays with focus on high risk health behaviors within the community.
5. Provide families with injury prevention education and installation instructions by CHR/CPS technicians at two scheduled Car Seat Clinics or as needed or requested through coordination with the Injury Prevention Program twice per year.
6. Provide medically related transportation as requested to tribal members having no other means of transportation utilizing a CHR Transportation Request form submitted quarterly to supervisor for review to determine eligibility for services to and from health care facilities.
7. Perform daily a wide variety of community health care services and functions, including arranging appointments, care coordination, home visits, maintaining supplies and attending health related trainings/conferences as needed or directed.
8. Document all health information of client contact and activities within 72 hours into the Electronic Health Record utilizing computer and data entry skills.

### **JOB RESPONSIBILITY**

Job Reports to	Community Health Representative Supervisor
Leadership Accountability	None
Supervisory Accountability	None



Organizational Accountability	None
Financial Accountability	None
Customer Accountability	Interfaces with inside and outside customers
Freedom to Act	Subject to regular review by supervisor

**MINIMUM QUALIFICATIONS**

**EDUCATION:**

1. High School diploma or equivalent.

**ESSENTIALS:**

1. Must have and maintain valid driver's license, dependable transportation and proper vehicle Insurance.
2. Must lead a non-abusive healthy lifestyle, alcohol free, substance-free and free of domestic violence.
3. Must attend and pass Indian Health Service CHR Basic Training within one (1) year of hire.
4. Must become certified in CPR and First Aid within six (6) months of hire.

**EXPERIENCE:**

1. Must have least one year of experience in healthcare such as CNA, Home Health, or Personal Caregiver.

**KNOWLEDGE, SKILLS, ABILITIES REQUIRED**

1. Must have ability to maintain confidentiality in compliance with HIPAA.
2. Must have ability to communicate effectively both orally and in written form.
3. Must have ability to work effectively with people of all ages having varied backgrounds.
4. Must be able to work without on-site supervision.
5. Must be able to develop, organize, facilitate, and deliver health education presentation and activities.
6. Must have knowledge of basic computer skills and data entry.
7. Knowledge and respect of Ho-Chunk Nation culture, traditions and community concerns.

**WORK PLACE RESPONSIBILITY**

1. Maintains a safe and healthy workplace environment.
2. Follows Employee Relations Act and all Policy and Procedures assigned during orientation or throughout employment.
3. Inquire from supervisor as needed to receive appropriate training and counseling prior to acceptance of assignments in order to ensure safety and understanding.
4. Act as a liaison between the Ho-Chunk communities and healthcare resources.
5. Monitor within the community environmental health and safety hazards.

**WORKING CONDITIONS**

1. General office setting in the department facilities as well as individual/family residences or community sites.
2. Work performed in the community is sometimes subject to conditions ranging from inclement weather to dangerous conditions such as snow/ice, cold, heat, noise, wetness/humidity, vibration, sudden temperature changes, and poor illumination at the job site or due to travel on the job. Travel to and from field locations may subject worker to increased risk of driving hazards. Community locations may subject worker to communicable diseases, insects and other disease vectors, toxins, hazardous materials, and animals.
3. In all settings, employees in this classification may occasionally need to relate to members of the public who exhibit challenging, atypical or hostile behaviors and/or communication.
4. See physical demands of the position listed on the Physical Demands Worksheet.