



Quartz Valley Indian Reservation

Position Description

Job Title: HRSA Vaccine Outreach Community Health Representative
Department: Medical
Primary Location: Anav Tribal Health Clinic
Classification: Full-time, Regular, Non-Exempt, Non-entry level
Reports to: Medical Director
Salary: DOE

Primary Purpose

The main purpose of this position is to perform and coordinate outreach to American Indian/Alaskan Native (AIAN) community members for vaccine education, outreach and vaccine appointments. These coordination efforts will focus on two vaccine access strategies: 1) provide culturally informed vaccine education and outreach, with attention to monitoring for and countering vaccine hesitancy as needed; and 2) increase vaccine access, improve vaccination rates, and improve vaccine-rate monitoring and reporting.

Essential Functions

Coordinate recruitment of the target population for vaccine outreach, education and administration of the COVID-19 vaccine.

One-on-one vaccine education at every opportunity:

- Help to increase vaccine confidence and uptake
- Improve health care in rural areas
- Reinforce basic messages about prevention and treatment of COVID-19 and other infectious diseases
- Education and outreach efforts around vaccine benefits and safety
- Vaccine promotion
- Provide information to rural residents about how and where to get vaccinated
- Coordinate with existing vaccination sites and public health partners to identify isolated and/or vaccine hesitant populations

Methods:

- Contact the community to explain the program, use social media platforms and include information about the program in newsletters, bulletins, etc.
- Distribute culturally appropriate posters, flyers, and brochures to the community
- Telephone/Text message recruitment after outreach/educational events
- Telephone pre- and post-appointment reminders
- Coordinate transportation to and from vaccination centers

HRSA Grant requirements:

- Attend CRIHB/HRSA grant-specific training

- Collaborate with supervisor and CRIHB staff
- Collect and input CHW data required by HRSA grant
- Submit monthly reports to CRIHB

Competencies

Education

- Must possess high school diploma or equivalent.

Proficiencies

- Demonstrates the ability to work effectively with Native American people in culturally diverse environments, including knowledge or the culture, customs, traditions, and history.

Experience

- Must be self-motivated and able to work with little supervision.
- Experience with Native American community health outreach programs preferred. Experience in healthcare preferred.
- Experience with basic computer skills and typing and/or willingness to learn the EHR/RPMS system.

Other Requirements

- Must be able to pass background check.
- Must adhere to Tribal drug and alcohol policy, including pre-employment drug and alcohol screening.
- Must have a valid driver's license and insurable under the Tribe's insurance policy.
- Must strictly adhere to the confidentiality and HIPAA policies.

Receipt and Acknowledgment

- The contents of this job description are job requirements, and, at this time, I know of no limitations that would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.
- Job duties, tasks, work hours and work requirements are subject to change.
- Acceptable job performance includes execution of essential functions while maintaining professional conduct and compliance with all QVIR polices, including, but not limited to: QVIR Personnel, Travel, Fiscal, and Purchasing Policy.

Indian Preference:

In accordance with CFR 25, Part 276 and in accordance with Title VII of the Civil Rights Act, Section 701(b) and 703(i), preference in filling all vacancies will be given to qualified American Indian candidates.

Veteran Preference:

In accordance with QVIR Personnel Policy, applicants with documented Veteran status (such as DD-214) will be given preference in filling vacancies.

For questions regarding this position description, including applications, please contact Quartz Valley Indian Reservation Human Resources at 530-468-5907 or humanresources@qvir-nsn.gov

Employee signature below constitutes employee's understanding of the essential functions, competencies, and requirements of the position.

_____ Print Name	_____ Signature	_____ Date
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Approved

_____ Business Council or Health Board	_____ Signature	_____ Date
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