



Anav Tribal Health Clinic Quartz Valley Indian Reservation

9024 Sniktaw Lane
Fort Jones, CA 96032
Phone: (530) 468-4470
Fax: (530) 468-4478

Quartz Valley Indian Reservation Anav Tribal Health Clinic Position Description

Position: Community Health Representative
Department: Community Health Services
Supervisor: Community Health Services Program Manager

Performs quality outreach, health care services, and health promotion/disease prevention services to the QVIR/ATHC community and acts as an advocate and resource person in accordance with the Department Policy & Procedure Manual under supervision of the Community Health Services Program Manager. This position is a liaison between the Indian Community and the Tribal Health Program with the intent to improve health outcomes.

Duties and Responsibilities:

1. Use principle of confidentiality and maintain boundaries between staff and family.
2. Build trusting partnerships with community members, ATHC, and collaborative agencies.
3. Use appropriate communication, resolve differences in constructive ways and promote an attitude of teamwork throughout the organization.
4. Enter diagnostic patient specific data into official patient medical record with the use of the CHR component of the RPMS (Resource and Patient Management System).
5. Respond to referrals from supervisor to make client contact.
6. Adhere to Interdepartmental Referral Policy for new clients and clients receiving frequent care.
7. Follow Home Visiting Procedures, including appropriate actions for each visit.
8. Participate in postpartum home visits as needed.
9. Report issues and concerns to supervisor.
10. Use effective observation skills to gather information about family members of all ages.
11. Provide home health care services, including patient education, vital sign assessments and basic procedures (e.g. blood glucose, Basic First Aid, and Diabetic Foot Care).
12. Educate people of the health hazards of behaviors such as alcohol use, cigarette smoking, poor eating habits, and/or poor hygiene.
13. Request assistance and respond appropriately when encountering serious issues such as Domestic Violence, Child Abuse and Neglect, Alcohol and Substance Abuse, Adult Mental Illness, Family Member Incarceration, Suicide Prevention, Medical and Dental Emergencies.
14. Seek assistance from Tribal sources to meet basic needs issues for families such as Homelessness, Unsafe Housing, Lack of Food and Clothing, Lack of Transportation.
15. Provide screening for health and dental care needs and refer appropriately.
16. Promote healthy nutrition and feeding practices.
17. Promote injury prevention and safety awareness for families and staff.
18. Assist clients in obtaining medications, therapy, or preventive health care as needed.
19. Maintain current community health trends as advocated by IHS standards.
20. Available for local and out of the area travel as required for job related training.
21. Provide transportation to/from ATHC for routine, non-emergency problems to patients without other means of transportation, when necessary.
22. Organize community health promotion and disease prevention events.

Qualifications:

1. Demonstrate the ability to work effectively with Native American people in culturally diverse environments.
2. Exhibit the ability to manage time effectively and accomplish required tasks within a designated time.
3. Display the ability to establish and maintain harmonious working relationships with other employees and the public.
4. Display enthusiasm and interest for health education and community organizing.

Requirements:

1. Certified Medical Assistant preferred. Comparable experience and/or education will be considered with the understanding that certification will be expected within 6 months of hire.
2. High School diploma or GED
3. Community Health Representative Certification or ability to obtain within 1 year of hire
4. Familiarity with American Indian Culture and problems facing Indian Families
5. Posses a valid California Driver’s License with good driving record as evidenced by insurability with Tribe’s insurance carrier
6. Basic computer skills including Microsoft Office components
7. Basic office skills including typing, telephone, filing, and copiers
8. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals
9. Ability to write routine reports and correspondence
10. Ability to speak effectively to groups
11. Ability to carry out instructions furnished in written, oral, or diagram form
12. Ability to deal with problems involving several concrete variables in standardized situations
13. Ability to comply with HIPPA laws and regulations
14. Ability to successfully pass a pre-employment drug and alcohol-screening test and criminal background check

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.

Approved: _____
Health Board Representative

Date

To apply, submit application, resume and this Acknowledgement form to: QVIR/Anav Tribal Health Clinic, 9024 Sniktaw Lane, Fort Jones, CA 96032. Fax: (530) 468-4478. Applications may be obtained by contacting the Health Administration at (530) 468-4470 or by downloading the form on the QVIR website (www.qvir.com).

Acknowledgement:

I acknowledge that I have read and understand the attached job description. My signature below certifies that I am able to perform the essential duties and responsibilities of this position. I have also discussed any accommodations that I feel that I might need to allow me to perform these functions. I agree to abide by all administrative, medical policies and protocols of the Health Clinic.

Name

Date