

Anav Tribal Health Clinic Quartz Valley Indian Reservation

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



Position Description

Position: **Patient Escort or Community Health Representative**
Department: Medical
Supervisor: Physician Assistant
Classification: Full or Part Time
Salary: DOE

This position is a liaison between the Indian Community and the Tribal Health Program. Applicant may be hired as Patient Escort or Community Health Representative depending on level of experience and credentials. Training and advancement will be available.

Duties and Responsibilities:

1. Uses principles of confidentiality and maintains boundaries between staff and family.
2. Builds and maintains positive working relationships with the clients, providers, supervisor and clinic staff.
3. Uses appropriate communication, resolves differences in constructive ways and promotes an attitude of teamwork.
4. Work collaboratively and effectively within a team.
5. Enter patient data through the use of RPMS (Resource and Patient Management System).
6. Document activities in an effective manner while strictly adhering to the QVIR/ATHC policies and procedures.
7. Responds to referrals from supervisor to make client contact.
8. Reports issues and concerns to supervisor.
9. Requests assistance and responds 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.
10. Assists patients in accessing health related services.
11. Provides transportation for routine, non-emergency situations.
12. Performs clinic errands such as medication pickup and delivery.
13. Organize community health promotion and disease prevention events.
14. Promote clinic events and health education through the use of social media (eg. Facebook, Twitter, etc.)
15. Educate people of the health hazards of behaviors such as alcohol use, cigarette smoking, poor eating habits, and/or poor hygiene.
16. Other duties as assigned.

As CHR, additional duties would include:

17. Use effective assessment skills to gather information about family members of all ages.
18. 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).
19. Follow Home Visiting Procedure including appropriate actions for each visit.
20. Maintain current community health trends as advocated by IHS standards.

Qualifications:

1. Demonstrates the ability to work effectively with Native American people in culturally diverse environments.
2. Good organizational abilities.
3. Displays enthusiasm and interest for health education and community organizing.
4. Strong interpersonal skills, respectful, and courteous nature.
5. Practices good customer service skills in all working relationships.
6. Desire and ability to learn.

Requirements:

1. High School diploma or GED.
2. Familiarity with American Indian Culture.
3. Posses a valid California Drivers License with no more than 1 point on your driving record.
4. Strong interest in working in the health education field.
5. Basic computer skills including Microsoft Office components.
6. Basic office skills including typing, telephone and filing.
7. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
8. Ability to write routine reports and correspondence.
9. Ability to carry out written and oral instructions.
10. Ability to comply with HIPPA laws and regulations.
11. Ability to successfully pass a pre-employment drug and alcohol screening test and criminal background check.
12. Current CHR certification or equivalent is required for consideration as CHR. Without such, consideration will be made for Patient Escort.

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.

To apply, submit cover letter, application and resume to: QVIR/Anav Tribal Health Clinic, 9024 Sniktaw Lane, Fort Jones, CA 96032. Fax: (530) 468-4478. Applications may be obtained at www.qvir.com or by calling Human Resources at (530)468-5907.

APPLICANTS THAT DO NOT SUBMIT ALL THREE COMPONENTS: 1) COVER LETTER, 2) COMPLETED APPLICATION, AND 3) RESUME WILL NOT BE CONSIDERED.

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