



Klamath Tribal Health & Family Services

3949 South 6th Street
Klamath Falls, OR 97603

Phone: (541) 882-1487 or 1-800-552-6290
HR Fax: (541) 273-4564

Opens: 11/19/2020

Closes: Until Filled

EXEMPT _____
NON-EXEMPT X

POSITION DESCRIPTION

POSITION: TEMPORARY COMMUNITY HEALTH REPRESENTATIVE

RESPONSIBLE TO: Community Health Nursing Supervisor

SALARY: \$13.66/hr- NO Benefits

CLASSIFICATION: Non-Management, Temporary, Full-Time

LOCATION: Klamath Tribal Health & Family Services
Wellness Center, Chiloquin, Oregon (as assigned)

BACKGROUND: P.L. 101-630 level

POSITION OBJECTIVES

The Temporary Community Health Representative will be responsible for assisting in the implementation of medical and educational services in a caring, professional manner to eligible Tribal Members in the local community. The Temporary Community Health Representative will be working within the boundaries of the Klamath Tribes service area (Klamath County). Routine duties shall include providing health care related services to individuals eligible for services provided by Klamath Tribal Health & Family Services in homes, schools, clinics, alternate job sites and other community locations within the Klamath Tribes' Service Unit.

MAJOR DUTIES AND RESPONSIBILITIES

1. Serve as a liaison and advocate between medical staff, other health facilities, social services and/or other resources on behalf of the patients needs.

2. Provide additional social services, as indicated by medical diagnosis and/or physical condition of the patient, including but not limited to; household chores, preparing food, and assisting with personal care such as bathing or hair washing.
3. Facilitate patient utilization of all available and recommended services. Provide explanation to patients of how to access them.
4. Provide transportation to medical and dental facilities, when no other transportation is available, as directed by supervisor.
5. Provide home visits to eligible Tribal members to insure health and other related needs are being met. Refer patients in need of additional assistance to proper facility and/or resource.
6. Take vital signs during home visits if indicated and report abnormal results to the Community Health Nursing Supervisor or Medical Director.
7. Provide point of care lab testing (finger sticks and urinalysis) and venipuncture (blood draws) under the supervision of the nurse, as assigned.
8. Deliver supplies, medication and/or equipment to patients when ordered by a medical provider, as needed.
9. Maintain comprehensive documentation in patient records to ensure quality assurance and compliance with reporting requirements, including but not limited to utilizing the RPMS CHR system.
10. Assist in maintaining and improving the health of pre and postnatal patients, infants, and children.
11. Provide periodic written reports and the outcomes; seek methods to facilitate unmet needs of patients through services or other means of outreach, as approved by the Community Health Nursing Supervisor and/or Medical Director.
12. Maintain a daily patient visit log; submit monthly and/or quarterly reports to the Community Health Nursing Supervisor, as assigned.
13. Provide health education or information to individuals and the tribal community.
14. Attend and participate in staff meetings for Community Health Representatives, as directed by the supervisor.
15. Assist with and/or organize community health promotion, special projects, disease prevention and provide health related services at community events including but not limited to; specialty clinics, health fairs and/or walk/runs.

16. Maintain a personal and professional commitment to the philosophy and goals of the organization, which is committed to enhancing the quality of life for the Tribal people of the community, providing affordable medical and health services in a caring, professional environment.
17. Assist with emergency preparedness and emergency situations, as directed by supervisor.
18. The incumbent will be called upon to accomplish other tasks within their scope of work.

SUPERVISORY CONTROLS

Work is performed under the direct supervision of the Community Health Nursing Supervisor. Work is assigned in terms of functional/organizational objectives. The supervisor will provide guidance with unusual situations that do not have clear precedents.

The employee plans and carries out various stages of a project by selecting and using approved methods and techniques as appropriate. Assignments are reviewed for quality and compliance with established policies and procedures.

KNOWLEDGE, SKILLS, ABILITIES

Must have a high level of organizational skills and self-motivation, requiring minimal supervision.

Must be willing and able to work as a team member with other agencies and program staff.

Must be able to participate and promote teamwork, be courteous to patients and their family members and with co-workers.

Possess a working knowledge of health care operating techniques.

Possess good public and interpersonal relationship skills. This person should be able to meet with a variety of individuals in a professional manner, using tact, diplomacy, and mature judgment to establish rapport with patients to accomplish problem solving and education.

Ability to communicate well in both oral and written form. This person should be able to express her/himself in a clear and concise manner for the purpose of correspondence, providing reports, and obtaining information or assisting patients in comprehending various situations.

Ability to function effectively under pressure of time and/or demands of several tasks at once by effectively planning, organizing and prioritizing workload.

Ability to perform work and accomplish tasks in accordance with established policies, procedures, practices, and priorities of the office.

Knowledge and ability to take vital signs and chart results accurately.

Ability to obtain and compile information into reports.

Ability and willingness to drive in adverse weather conditions.

Knowledge and ability of performing point of care lab testing (fingersticks and urinalysis) and venipuncture (blood draws).

Knowledge and ability to provide culturally competent care.

Ability to maintain strict confidentiality of medical records and adhere to the standards for health record-keeping, HIPAA and Privacy Act requirements.

QUALIFICATIONS, EXPERIENCE, EDUCATION

Minimum Qualifications: *Failure to comply with minimum position requirements may result in termination of employment.*

- **REQUIRED** to possess a High School Diploma or Equivalent. *(Must submit copy of diploma or transcripts with application.)*
- **REQUIRED** to possess and maintain current Community Health Representative or equivalent training certificate, (Certified Medical Assistant (CMA), Certified Nursing Assistant (CNA), Emergency Medical Technician (EMT)). *(Must submit a copy of certification with application.)*
- **REQUIRED** to acquire and maintain BLS certification within 180 days of hire; strongly recommend certification within 90 days of hire, probationary period will be extended for a maximum of 180 days pending certification.
- **REQUIRED** to possess and maintain a valid Oregon Driver's License, (out of state applicants must receive ODL within 90 days of hire), have good driving record and be insurable by the Klamath Tribal Health & Family Services' vehicle insurance policy. *(Must submit copy of driver license with application.)*
- **REQUIRED** to submit to annual TB skin testing and adhere to KTHFS staff immunization policy in accordance with the Centers for Disease Control immunization recommendations for healthcare workers.

- **REQUIRED** to submit to and clear an alcohol/drug screen and random testing as per policy.
- **REQUIRED** to submit to a background and character investigation, as per Tribal policy. Following hire must immediately report to Human Resource any citation, arrest, conviction for a misdemeanor or felony crime.
- **REQUIRED** to accept the responsibility of a **mandatory reporter** of abuse and neglect of infants and children, people who are elderly or dependent, individuals with mental illness or developmental disabilities or residents of nursing homes and other health care facilities. This includes reporting any evidence of physical injury, neglect, sexual or emotional abuse or financial exploitation.

Preferred Qualifications:

- Certified Nurse's Aide, plus one (1) year of experience is preferred.
- Positive working experience with Native Americans, in a related field will be given preference.
- Knowledge of medical terminology is preferred.

Indian Preference:

- Indian and Tribal Preference will apply, as per policy. *(Must submit tribal documentation with application to qualify for Indian Preference).*

ACKNOWLEDGEMENT

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

APPLICATION PROCEDURE

Submit a Klamath Tribal Health & Family Services ***Application for Employment*** with all requirements and supporting documentation to:

Klamath Tribal Health & Family Services
ATTN: Human Resource
3949 South 6th Street
Klamath Falls, OR 97603

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

Please Note: If requirements are not met, i.e., submission of a resume in lieu of a tribal application or not including a required certification, your application will not be reviewed and will be disqualified.

Indian Preference will apply. In accordance with Klamath Tribal policy, priority in selection will be given to qualified applicants who present proof of eligibility for "Indian Preference".

Applications will not be returned.