

FORT BELKNAP INDIAN COMMUNITY

TITLE:	CHR Generalist	STATUS:	Permanent/Full-Time
DEPARTMENT:	Tribal Health	SALARY:	\$19.00
PROGRAM:	Community Health Representatives	LOCATION:	

SUPERVISION RECEIVED:

The CHR works under the supervision of the CHR/PCA Nurse Program Manager.

SUPERVISION EXERCISED: None.

GENERAL DUTIES:

The CHR Generalist will be responsible to provide outreach health care services of the Fort Belknap Indian Community and the services delivery area with Health Promotion and Disease Prevention activities.

Essential Duties and Responsibilities:

- CHR Performs routine home visits & additional visits to assigned clients in the CHR's designated areas to determine the existence of health problems.
- Provide Personal care and health education to clients
- Follow T-HIP guidelines and protocols.
- Track and monitor referrals.
- Record patient blood pressure, temperature, glucose readings and pulse as appropriate.
- **Submit patient record of health to data entry designee bi-weekly.**
- **Dispense information and educational materials for blood pressure, glucose reading and pulse at each home visit at least once per year.**
- Provide client transportation when necessary to requested destinations for medically related problems and special clinics, as assigned. Adheres to the CHR Transportation Policy regarding eligibility, rules and regulations.
- Will be working closely with other disciplines and agencies in regards to patient referrals and follow-ups.
- **Community Health Representatives will transport medication from IHS to patients as per Medication Transportation Policy.**
- Perform First Aid and CPR as requested **to the community, health workers, schools and individuals.**
- **Manage, monitor and collect First Aid and CPR fees.**

- Coordinate as Instructor or assist in all community service functions such as First Aid and CPR classes and/or other related training as assigned.
- Function as case manager for the Tribal Health Improvement Plan (THIP)
- Provide health education on prevention
- Actively see clients
- Create care plans
- Maintain spread sheet to THIP clients
- Pass CCP chronic care management training with 7 months with in hire.
- Provides oral and written information to patients about practicing good health, nutrition, proper use of medication and safety during home visits and/or during transports.
- Document on PCC's that health prevention and education was dispensed.
- Performs and/or assists with data collection specific to community health using survey form(s) for reporting purposes as required by Tribal Health Department and Indian Health Services.
- Responsible for exercising personal leadership in fostering and promoting good working relationships with other support staff to assure that the health needs of the community are better met.
- Community Health Representatives will schedule two (2) hours each day, generally 8:00 am – 9:00 am and 4:00 pm – 5:00 pm to complete paperwork and plan/review the day/week schedule.
- Performs other duties that can be reasonably expected to promote the well-being of the community and the efficiency of the Fort Belknap Tribal Government.

KNOWLEDGE, SKILLS AND ABILITIES:

- Possess the skill and ability to establish and maintain an effective working relationship with co-workers, other disciplines, agencies and general public.
- Must be able to obtain vital signs.
- Ability to become First Aid and CPR instructor.
- Ability to recognize various conditions; i.e., diabetes, hypertension, cardiovascular, understand high risk health histories and abnormal vital sign.
- Working knowledge of Confidentiality and Privacy Act.
- Computer literate.
- Require to receive DDP skin test and Flu Shot (if not Sign waiver)
- Must be able to use CHR Personal Care Component (PCC) forms in compliance with the Privacy Act.

EDUCATION:

High School Diploma or equivalency

EXPERIENCE:

Six (6) months experience in health related field.

SPECIAL CONDITIONS:

- Must possess a valid State of Montana driver's license and be eligible at ordinary cost for inclusion with the Master Tribal Insurance Policy.
- Ability to obtain a U.S. Government Driver's license.
- Must show evidence of having passed a physical examination, administered by recognized medical authority, which demonstrates the individual's capacity to satisfactorily perform the duties described in the Community Health Representative Position description.
- Will be required to satisfy specific requirements of the Montana Health Care Provider's Employment Act.
- Will be subject to similar annual medical examinations.
- Must never have been convicted of a felony.
- Must comply with the FBCC Substance Abuse Policy.
- Indian/Veteran Preference Policy applies.

***Immigrant Reform and Control Act requires that all individuals appointed to a position must present proof of employment eligibility. Successful applicants will be asked to produce documentation.**