

Fort Belknap Indian Community

Title:	CHR Generalist	Salary:	\$13.00
Department:	Tribal Health	Program:	CHR
Status:	Permanent	Location:	

SUPERVISION RECEIVED:

The CHR works under the supervision of the CHR Program Manager.

SUPERVISION EXERCISED: None

GENERAL DUTIES:

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

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- CHR performs routine home visits and additional visits to assigned clients in the CHR's designated areas to determine the existence of health problems.
 - Making sure you are taking safety measures inside/outside the homes.
 - Provides five home visits per week utilizing the CHR/PCC form to assess and monitor clients and to verify client's approval of services by written signature. Home visits will be made to Diabetics, Cardio Vascular and Elderly clients and will include vitals and other pertinent information.
- Provides personal care and health education to clients.
- Follows all T-HIP guidelines and protocols.
- Submission of monthly reports, client information and other documents in a timely manner.
- Submits all PCC forms bi-weekly.
- CHR Generalist will work with co-workers, Tribal, I.H.S. and others in the care of clients.
- CHR Generalist will provide community First Aid/CPR training as needed.
- Maintains First Aid/CPR Certification.
- Maintain HIPAA/Privacy Certification with yearly updates.
- Follows policies and confidentiality rules and regulations to safeguard data and information.
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- CHR Generalist provides Health Education information to clients during community screenings and health fairs promoting prevention.
- Must learn and complete daily reports with the CHR/PCC reporting system. Records client blood pressures, temperatures, blood glucose, readings and pulses.

- Deliver medications, supplies and equipment.
- Delivers medication and supplies. Follows all State, Federal and Tribal regulations for medications transport and storage. Medications cannot be stored overnight in office or car, medications must be returned to pharmacy.
- Provides client transportation for appointments and call in clients as assigned. Adheres to the CHR's Programs Transportation policy.
- Coordinates daily patient schedules.
 - Act on referrals (PHN, T-HIP, Behavioral Health, & CDC)
 - Follow-up on referrals
- Adheres to all GSA Vehicle regulations and guidelines.
- Maintain a clean, safe program vehicle.
- Maintains C.N.A (Certified Nurse's Assistant) Certifications.
- Utilize Workflow to request leave.
- Serves as an advocate for the health needs of the community and programs.
- Provides assistance and staff for Health Fairs, activities and events held for local schools, community events and activities.
- Provides assistance with the Public Health Nursing, 638 Diabetes Coordinator, Family Planning and other Tribal Health Programs. They will provide follow up through individualized care plans for clients in need of these services and medical care. Client updates will be maintained internally and shared with other Tribal Health Programs upon request.
- Performs other duties that can reasonably be expected to promote the efficiency of the department and general well-being of the Fort Belknap Indian Community.

KNOWLEDGE, SKILLS & ABILITIES:

- Must have current C.N.A. License within six months.
- Must have current First Aid/CPR Certification.
- Must have knowledge to recognize various health conditions that may need medical care.
- Must have knowledge of GSA policies and procedures.
- Must possess Computer skills such as spread sheet, word and PowerPoint.
- Must be able to assist clients and lifts heavy supplies or equipment.
- Must have the ability to screen clients.
- Must perform detailed work accurately, efficiently and promptly
- Must maintain confidentiality per regulation.
- Must have the skills to establish and maintain working relationships with co-workers
- Must have the ability to communicate with employees and public.
- Must complete yearly Physical Exam.
- Must be able to drive in inclement weather.

EDUCATION:

- High School diploma or GED.
- Must have six (6) months experiences in a health related field.

SPECIAL CONDITIONS:

- May be required to work after normal business hours.
- Travel to training, meetings and conferences may be required.
- Must possess a valid State of Montana driver's license and be eligible at ordinary cost for inclusion with the Tribal Master Insurance Plan.
- Must never have been convicted of a felony.
- Will be subject to and must comply with the FBCC Substance Abuse Prevention, Drug/Alcohol Free, Drug and Alcohol Testing Policy.
- Must submit to a pre-employment background check, which includes criminal and work history.
- Indian/Veteran Preference Policy applies

IMMIGRATION 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.