

## **FORT BELKNAP INDIAN COMMUNITY**

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

### **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.
  - 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 & elderly clients and will include vitals & other pertinent information.
- Provide Personal care and health education to clients
- Follow 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, IHS, and other programs in the care of clients.
- CHR Generalist will provide the community First Aid/CPR training as needed.
- Track and monitor referrals.
- Record patient blood pressure, temperature, glucose readings and pulse as appropriate.
- Maintain HIPPA/Privacy Certification with yearly updates.
- Follows Policies & confidentiality rules & regulations to safeguard data and information.

- 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.
- Deliver medication and supplies: follows all State Federal and Tribal regulations for medications, transport, and storage. Medications cannot be stored overnight in the offices or car. Medications must be returned to the pharmacy.
- Provides client transportation for appointments and call in clients as assigned. Adheres to the CHR's Programs Transportation policy.
- Coordinates daily patients 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 and safe program vehicle.
- Maintains C.N.A (certified nurse's assistant) certification.
- Utilize workflow to request leave.
- Serve as an advocate for 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 client 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.
- 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.
- Community Health Representatives will transport medication from IHS to patients as per Medication Transportation Policy.
- 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 within 7 months after successfully passing the C.N.A exam and obtaining C.N.A License.
- 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:**

- Must have current or obtain current C.N.A (Certified Nursing assistant) License within 6 months of starting C.N.A training.
- 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.
- 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.
- Must possess computer skills such as spread sheet, word, excel, and power point.
- Must be able to assist clients and lift heavy equipment.
- Must have the ability to screen clients.
- Must perform detailed work accurately, efficiently and promptly.
- Must maintain confidentiality per regulation.
- Must have the ability to communicate with employees and public.
- Must complete yearly physical exam.
- Must be able to safely drive in inclement weather.

- 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.
- Must have (6) months experience in a health related field.

#### **EXPERIENCE:**

Six (6) months experience in health related field.

#### **LICENSE/CERTIFICATION**

- Driver's License (Required)
- Must have current or obtain current C.N.A (Certified Nursing assistant) License within 6 months of starting C.N.A training.

#### **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.
- Must have current or obtain current C.N.A (Certified Nursing assistant) License within 6 months of starting C.N.A training.
- May be required to work after normal business hours.
- Travel to training, meetings and conferences may be required.
- Must never have been convicted of a felony.
- Ability to obtain a U.S. Government Driver's license.
- Will be subject to and must comply with FBCC Substance Abuse Prevention Drug/Alcohol Free, Drug and Alcohol Testing Policy.
- Will be required to successfully perform those same duties on a continuing basis throughout the term of employment.
- Must submit pre-employment background check, which includes criminal and work history.
- 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.**