



JOB DESCRIPTION: COMMUNITY HEALTH REPRESENTATIVE

JOB TITLE: Community Health Representative
REPORTS TO: Clinical Nurse Supervisor, RN
DEPARTMENT: Medical
LOCATION: Rolling Hills Clinic (RHC)
740 Solano Street, Corning, CA 96021
2540 Sister Mary Columba Drive, Red Bluff, CA 96080
STATUS: Full-time, 100% FTE, Non-Exempt

*Native Preference in hiring is given to qualified enrolled members of Paskenta Band of Nomlaki Indians and Native Americans in accordance with the **Indian Preference Act (Title 25, US Code, Section 472 and 473)**. Applicants claiming Indian Preference must submit verification of Indian certified by tribe of affiliation or other acceptable documentation of Indian heritage.*

POSITION SUMMARY

The Community Health Representative participates in Rolling Hill Clinics community health, treatment and surveillance programs and activities. As a member of the Health Care Team, he/she is also responsible for liaising between patients, families, the community and health care providers to ensure patients and families understand their conditions and treatment and are receiving appropriate care in a cultural appropriate manner. Assesses the health status of patients as assigned and completes appropriate portion of progress notes documenting vital signs and weight accurately. The Community Health Representative in Training is expected to learn the following essential job functions and become proficient during the three (3) year training program provided by Rolling Hills Clinic.

ESSENTIAL JOB FUNCTIONS

1. Take routine vital signs of patients, including temperature, pulse, respiration, blood pressure and pulse oximetry.
2. Review provider instructions with patients regarding home care and return visits.
3. Plan, organize and implement the Walk a Mile program.
4. Support tribal and community members with monitoring their personal health and to take preventative measures.
5. Visit patients home to provide health education and maintain health surveillance.
6. Assist in tracking of client information for clinic providers.
7. Educate community on available health programs, health policies and procedures. Assist patients in seeking and applying for services through other resource agencies; acts as an advocate to communicate the needs of patients. Makes referrals to providers for family meetings, elder abuse cases and other patient concerns.
8. Provide limited transportation for frail elderly (Paskenta Tribal Members) without any family support and others who are temporarily disabled and serve as an interpreter or translator for patients during visits to the clinic/hospital, social services, consumer services and other resource agencies, as specified in the individual Health Care Plan.
9. Organize community health promotion and disease prevention events and facilitate the learning events such as immunizations, well baby clinics, safety in the home, medications/drug storage, proper sanitation and maintenance of the patients home, health hazards of behaviors such as alcohol use, cigarette smoking, eating habits, etc.

10. Work closely in collaboration with tribal programs and youth and elderly coordinators to develop/coordinate tribal driven programs.
11. Support tribal and I.H.S. Health Programs with their yearly health initiatives.
12. Support tribal emergency response upon declaration of an emergency situation (floods, heavy snow, storms, etc.).
13. Enter diagnostic patient specific data into official patient medical record through the use of the CHR component of the Electronic Health Record System.
14. Prepares various reports as required.
15. Arrange for police/ambulance transport in accident of emergency situations.
16. Knowledge of culture, traditions and socio-economic environment of the Paskenta Band Reservation.
17. Knowledge of community health resources and needs.
18. Knowledge of traditional and modern home living care.
19. Knowledge or health/medical terminology.
20. Basic knowledge of standards of care methods, techniques and practices.
21. Employee Safety: Safely performs all duties; follows required protective protocols to ensure personal safety as well the safety of others.
22. Must maintain compliance with ergonomic safety standards; be mindful of posture and regularly practice ergonomic stretches.
23. Safety: Responsible for ensuring that all duties, responsibilities and operations are performed with the utmost regard for the safety and health of all personnel involved, including themselves.
24. Safety: Take appropriate corrective actions to address matters pertaining to employee health and safety that have been brought to their attention.
25. Other duties as assigned or needed.

MINIMUM QUALIFICATIONS

1. High School Diploma or equivalent.
2. Must have strong organizational and multi-tasking skills.
3. Must be able to work well with others or alone, under minimal supervision.
4. Must be able to work well under pressure and strict deadlines.
5. Valid California driver's license and proof of personal liability automobile insurance as required by California state law with clean driving record.

PREFERRED QUALIFICATIONS

6. One year certificate from college or technical school, or three to six months related experience and or training as Medical Assistant.
7. Medical Assistant Certification through California Certifying Board for Medical Assistants (CCMA).
8. Certified Community Health Representative Certification/Diploma from an I.H.S. approved Program.
9. CPR certification and/or First Aid Certification.

NOTE TO APPLICANTS: Please be advised a post job offer, pre-employment Drug Testing, Physical and TB test are required as a condition of employment. Additionally, you may be asked to get a Department of Justice Fingerprinting clearance as a contingency for an offer of employment. Criminal clearances are obtained to protect the welfare and safety of clients receiving services at Rolling Hills Clinic.

LANGUAGE SKILLS

The ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Good writing skills to have the ability to write routine reports and correspondence in a timely manner. Good verbal skills to have the ability to speak effectively before groups in a community setting.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.

COMPUTER SKILLS

To perform this job successfully, an individual should have proficient knowledge of Microsoft Office software (Word, Excel, Outlook) and EHR systems.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand, walk, sit, use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stoop. The employee must occasionally lift and/or move up to 25 pounds. Position may require exertion up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently or constantly lift, carry, push, pull or otherwise move objects. Specific vision abilities required by this job include close vision, distance vision, color vision peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT:

Work is performed in a health clinic setting. The noise level in the work environment is usually low to moderate. Will work with blood-borne pathogens and will require OSHA training. This job routinely uses standard office equipment such as computers, telephones, photocopiers, and fax machines. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employment with Rolling Hills Clinic is voluntarily entered into. All RHC personnel are employed on an at-will basis. At-will employment may be terminated with or without cause, and with or without notice at any time by the employee or by RHC. No manager, supervisor, or employee of the organization has any authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment other than at-will terms. The job description does not constitute an employment agreement between Rolling Hills Clinic and employee and is subject to change by the Paskenta Band of Nomlaki Indians.