

**CHEYENNE RIVER SIOUX TRIBE
COMMUNITY HEALTH REPRESENTATIVE PROGRAM
COMMUNITY HEALTH REPRESENTATIVE**

DESCRIPTION OF WORK

General Statement of Duties: The Community Health Representative will be responsible for providing health care and information to all Indian residents of the reservation.

Supervision Received: Will work under the immediate supervision of the CHR Director.

Supervision Exercised: None.

EXAMPLE OF DUTIES (Duties may include but are not limited to the following):

Using the Community Priority Lists, home visits will be made as well as school visits to determine needs in general health care. Other home visits will be made on a referral basis when collecting needed data. Priority will be given to the elderly living alone without family living close by.

Assists in emergency care of the sick and injured when the need arises. CHR's will work closely with the Indian Health Service ambulance Service.

Follow-up on all patients returning home for the hospital, especially the prenatal, postnatal, tuberculosis patient, and those returning home from the hospital against medical advice.

Reports sanitation and health hazards to the CHR/Environmental Health Technician.

Makes referrals to all necessary programs or resources such as hospital, Counseling Service, Four Bands Healing Center, and LIEAP Program and follows-ups as needed.

Assists Tribe/I.H.S. Health Team with Field Clinics and health education.

Transports the sick and injured to the medical facilities for special care, which are without any means of transportation. Pick up refills for people without transportation. Arranges for ambulance service when necessary, First Responder skills will assist in that determination.

Refers all rodent/pest and home safety issues to the CHR/Environmental technician.

Works with the Health Educator in setting up health fairs/screenings in the communities. Four (4) or more health education events are required throughout the year, i.e., screening, presentations, speaker.

Communicates with the CHR Director regarding the health needs and concerns of the community regarding the delivery of health services.

Participates in community activities. Coordinate and involve the community members with the planning of the community activities.

CHR must attend staff meetings. Will attend the district meetings whenever possible. (One (1) per quarter)

Keeps daily reports according to CHR Patient Care Component System (BCH). Services provided are Health Education, Case Management, Case Findings/Screen, Monitor Patient, Patient Care, Homemaker Services, Emergency Care, Interpret/Translate, Transport Patient, Other Patient Services, Environmental Services, Administrative/Management, Obtain Training, and Community Development through home visits

Completion of standard CHR reporting form is mandatory and report must be submitted within a timely manner.

Participates in all trainings related to the field of work as required. CHR must attend or take on-line CHR Basic Training.

Follows a transportation calendar and will arrange their travel and transports effectively, therefore more people can be served. Mileage reimbursement will be paid at the rate the program is approved for the fiscal year. Mileage must be accurate and match the reporting forms with proper signatures for verification. No mileage will be paid when transporting unnecessarily.

Performs a role in the Tribe's Emergency Management Plan; prepares the communities with procedures for emergency preparedness and response.

Performs other job related duties as assigned.

MINIMUM QUALIFICATIONS

Required Knowledge, Skills, and Abilities: Considerable knowledge of the CHR Program and it's objectives. Considerable knowledge of the Tribe's culture and customs. Basic knowledge of good health principles and practices. Ability to communicate verbally and in writing. Ability to establish and maintain effective working relationships with other agencies and the public. Ability to work without close supervision and process efficient work habits. CHRs must exhibit and interested in upgrading their health skills.

Education: High School diploma or GED equivalent.

Experience: None

Special requirements: Must have a valid driver's license (must attach a copy).

Must have vehicle registration and vehicle insurance; will be required to submit a copy within 30 days of employment.

Must be able to pass a physical examination with verification and capability to lift 50 lbs. (must attach a copy); will be required yearly thereafter.

Must acquire CPR & First Aid certification within 30 days of employment.

Incumbent is subject to the CRST Drug & Alcohol Testing Policy; must pass pre-employment drug screening and will be subject to random drug screenings (will be required to sign and submit a form understanding and receiving policy). Must be able to pass local/Tribal, Federal and State background checks in accordance with P.L. 101-630, P.L. 101-647, and Resolution No. 86-2013-CR (will be subject to submit and pass these checks every five (5) years).

Confidentiality is very important when working with health problems. All matters in the program will be kept confidential. Privacy Act Training will be taken and compliance is mandatory. This position is strictly prohibited from participating in political activity during working hours.

Revised Date: 07.21.2016