

Community Health Representative Job Description

Job Title:

Community Health Representative

Supervisor:

Clinic Manager/Clinic Nurse

Salary:

D.O.E.

Duration:

Temporary/Full-time Hire

Statement of Performance

Under the direct supervision of the Clinic Nurse. The primary function of the position is to improve communication between the Indian community and the providers of health care and social services, increase the Indian community's access to already existing services, promote general health and assist with preventive and rehabilitative services and the delivery of comprehensive health services; assist with the promotion of environmental health. Communicate directly with health care provider and director to ensure comprehensive health care delivery to patients.

Position Summary

- 1. Identify American Indian families in the service area.
- 2. Make client home visits as assigned or scheduled.
- 3. Assist eligible clients in obtaining available social and health services.
- 4. Provide information regarding community resources to patient population.
- 5. Conduct informal meetings to define and explain possible solutions regarding social and health problems.
- 6. Provide follow-up on all referrals made to outside providers.
- 7. Provide health education and counseling, coordinating it with dental, medical and mental health services.

- 8. Maintain current daily logs, required reporting forms utilizing CHR, PCC forms using the SOAP format; maintain thorough and up-to-date confidential records related to all parties contacted.
- 9. Attend training workshops, meetings, and seminars or any community health-related function as directed by the Clinic Nurse and/or Clinic Manager.
- 10. Make visits to hospitals, skilled nursing facilities, convalescent homes, and nursing homes as needed.
- 11. Arrange and support transportation as needed and directed.
- 12. Adjust work hours according to transportation schedule, e.g., come in 1-2 hours later on the days of prescription pick-ups, late afternoon appointments and long transports.
- 13. Cooperate and work with Clinic staff, as assigned, to assist eligible clients.
- 14. Be available on days the Clinic Physician is here, unless an emergency arises.
- 15. Arrange weekly meetings with Nursing Supervisor.
- 16. Maintain cleanliness and upkeep of transport vehicles; ensure that vehicles are cleaned upon return of each transport.
- 17. Perform other duties as assigned.

Qualifications

- Prefer past experience in human/health services.
- Applicants must be IHS Community Health Representative Trained.
- Prefer applicant possess a current Certified Nurses Certificate.
- Must be a resident of the County of service.
- Must agree to an annual physical examination and TB skin test or X-Ray.
- Have reasonable mental and physical health and be able to fulfill the functions described above, and possess the following:
 - Ability to type with use of computer terminal or as an alternative, previous typewriter experience and willingness to learn the use of a computer.
 - Ability to interpret rules, regulations and policies so as to explain them to other persons, e.g., transporting minors- parent must accompany etc.

- Ability to maintain strict confidentiality.
- Ability to communicate with others and establish trusting relationships with people.
- Ability to serve as a role model and be a member of the Indian community.
- Capability and willingness to learn and use basic health skills.
- Current CPR and First Aid cards.
- Current valid California Driver's Licence and be insurable.