

**KICKAPOO NATION HEALTH CENTER  
KICKAPOO TRIBE IN KS  
POSITION DESCRIPTION**

**POSITION:** Community Health Representative

**STATUS:** FULL TIME

**SUPERVISOR:** Lead Community Health Representative

**Position Summary:**

The Community Health Representative (CHR) provides a wide-ranging array of services to the Kickapoo Community. The CHR plays an important role in the successful implementation of disease prevention and health promotion initiatives to improve access to and utilization of medical services.

**Essential Duties:**

- Shall be required to make routine home visits to Senior Citizens monitoring vital signs, blood sugar levels and ensures medications are taken properly. Assesses the home environment for fall prevention and safety concerns such loose carpeting or frayed electrical cords.
- Will work in the field, case finding and referring to proper health services, monitoring and follow-up on all cases.
- Provide weekly blood pressure clinics at Senior Citizen's Center.
- Must be capable of making decisions which will be in the best interest of his/her clients.
- Work with Diabetics on nutrition such as food group exchanges, ensuring compliance of medication and follow-up with appropriate clinic.
- Shall conduct group health education for all within the Kickapoo Community.
- Responsible for keeping a record of daily activities as established by PL. 93-638 contract terms.
- Must attend mandatory two-week CHR training and all other training as scheduled by the management of Kickapoo Health Center.
- Transport Kickapoo Tribal members to medical appointments without resources or ability to get to medical care in accordance with national program guidance for the CHR program.
- Participating in the planning and coordinating of Community Health Fairs.
- Delivering medications to homebound patients.
- Required to work 40 hours weekly 8:00 – 5:00 Monday through Friday.
- Will be bound by the Privacy Act (PA) and HIPAA (HIPAA) requirements for protected health information.
- All other duties as assigned by the Lead CHR.
- Shall enter PCC data into the Resource Patient Management System (RPMS).

**Bona Fide Occupational Qualification (BFOO):**

- Must be able to assist and lift patients in and out of vehicles independently.

**Minimum Qualifications:**

- High School Diploma or GED.
- Certified Nurse Aide (CNA) or First Responder training desired but not required.
- Native American Preference
- Valid driver's license in the state of KS and be insurable under tribe's insurance policy. Must submit current motor vehicle report (MVR) prior to appointment.
- Shall provide current Physical Examination report prior to appointment for health clearance stability.
- Computer literate.
- Provide proof or obtain CPR training within sixty (60) days from the date of hire with certificate.

**Privacy Act:**

The CHR must comply with all requirements and provisions of subpart D, of 43 CFR, Part 2, which implements the Privacy Act (5 USC 522a) (i) (1).

**Drug-Free Workplace Policy:**

As a condition of employment, applicants must consent to pre-employment drug testing prior to appointment, and abide by the Drug-Free Workplace Policy while employed by the Kickapoo Nation Health Center, Kickapoo Tribe in KS.

**Indian Preference Policy:**

Preference in filling vacancies is given to qualified Indian candidates in accordance with Indian Preference Act of 1934 (Title 25, USC, Section 472) and Tribal Employment Rights Ordinance (TERO). Verification must be submitted with the application if claiming Indian Preference. Consideration will be given to non-Indian applicants in the absence of qualified Indian Preference eligible.