

<b>KICKAPOO TRIBE IN KANSAS POSITION DESCRIPTION</b>
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**TITLE:** Community Health Representative/Transportation

**POSITION:** Full Time

**SUPERVISOR:** Health Clinic Director

**Job 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.

**Required Duties:**

- Coordinate and schedule transports
- Ensure HIS and national CHR program requirements are met.
- Ensure the timely completion and data entry of CHR PCCs.
- Ensure program vehicles are operable and schedule maintenance and repairs.
- Will cover front desk when not performing other duties which includes client registration, data entry, insurance verification, scheduling appointments and other duties as needed.
- Will work in the field, case finding and referring to proper health services, monitoring and follow-up on all cases.
- Work with Diabetics on nutrition such as food group exchanges, ensuring compliance of medication and follow-up with appropriate clinic.
- 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 trainings 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 CHR program.
- Required to work 40 hours weekly 8:00 – 5:00 Monday through Friday.
- Will be bound by the Privacy Act (PA) and (HIPAA) requirements for protected health information.
- Shall enter PCC data into the Resource Patient Management System (RPMS).
- Must be able to assist and lift patients in and out of vehicles independently.

**Qualifications:**

- High School Diploma or GED.
- Certified Nurse Aide (CAN) or First Responder training desired by not required.
- Valid driver's license in the state of KS and be insurable under tribe's insurance. 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 date of hire with certificate.

Indian preference in hiring exercised.