

KICKAPOO TRIBE IN KANSAS

POSITION DESCRIPTION

POSITION: Community Health Representative

STATUS: FULL TIME

SUPERVISOR: CHR DIRECTOR

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 initiatives and efforts 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 and accesses the home environment for adequate risk care such as loose carpet or frayed electrical cords safety reasons.
- 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 Citizens Center.
- Must be capable of making decisions which will be in the best interest of his/her client's.
- 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 CHR Director.
- Transport Kickapoo Tribal members to medical appointments without resources or ability to get to medical care.
- Planning and coordinating Community Health fairs.
- Delivering medications to homebound patients.
- Required to work 40 hours weekly, 8 to 5 daily.

- Will be bound by HIPAA (confidentiality) requirements in protected health information.
- All other duties as assigned by CHR Director.
- Shall enter client data information on Microsoft computer applications.

Minimum Qualifications:

- High School Diploma or GED.
- Native American Preference.
- Valid driver's license in state of residency and be insurable under tribe's insurance policy. Must submit current MVR (motor vehicle report) prior to appointment.
- Must have reputable driving record.
- Shall provide current Physical examination report prior to appointment for health clearance stability.
- Must possess the ability to react quickly, calmly and accurately in emergency situations.
- Computer literate in Microsoft computer applications.
- Must obtain CPR training within sixty (60) days from 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 Tribe in Kansas.

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.