

**CONFEDERATED SALISH AND KOOTENAI TRIBES
OF THE FLATHEAD NATION
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*****VACANCY ANNOUNCEMENT*****

TITLE: Community Health Representative - Elmo
1 year Temporary Employment Agreement

LOCATION: Tribal Health Department

SALARY: \$14.98 to \$17.32

CLOSING DATE: Thursday, November 5, 2020 at 5:30 p.m.

SPECIAL CONDITIONS:

Position is not a Testing Designated Position within the definition of the CSKT Drug Free Workplace Policy effective January 1, 1998. The successful applicant, if not already employed by the Tribes must pass a pre-hire drug test and serve a mandatory six (6) month probationary period.

As a member of the Community Health Team, the CHR provides a wide range of outreach services including: health education, patient advocacy, referrals to community resources, and coordination of transportation for medical purposes. Outreach services are performed during visits, at Senior Citizens and Community Centers etc.

The CHR works closely with the area Community Health Nurse and other Community Health Team members to assist the patient to maintain the highest level of wellness.

Provides health information and instruction to individuals and families to assist in the prevention and elimination of health problems. In cases where the health problem is chronic, the CHR reinforces the need to take care of one's self in order to prevent further deterioration or complications from the disease.

Teaches diabetic patients about their disease: discusses proper diet, instructs proper use of glucometer and finger stick technique, discusses patient medication and insulin regime, assesses patient understanding, discusses appropriate foot care, explains complications of diabetes including dialysis and ways to prevent these complications, Motivates patients to seek regular medical care. Discusses any concerns regarding the patient with the Community Health Director.

Encourages regular prenatal, post-partum and well-baby exams.

Provides health information to patients regarding communicable diseases and chronic diseases including heart disease, hepatitis, cancer, hypertension, HIV/AIDS, sexually transmitted diseases, etc.

Provides information to clients regarding Medicare, Medicaid, private insurance and Tribal Health to help clients understand the services available to them, what each program covers and to assist clients to understand the bills or payments they receive.

Assists the Community Health Nurse with Foot Care Clinics and other Community Health civic activities that may occur.

Performs blood pressures, finger stick blood glucose screening, hemoglobin testing, urine screening. Performs heights, weights, and urinalysis tests when requested by CHN.

Assists the CHN in arranging medical supplies/equipment for patients.

May accompany patients to medical appointments when it is necessary to interpret physician findings to patient and patient concerns to health care provider. Otherwise; will assist patient to obtain transportation with friend or family.

Documents patient information when necessary to PCC form, otherwise documentation is done electronically.

Patient needs may necessitate working other than the normal working hours of 8:00 am to 5:00pm, when this happens; the schedule will be altered accordingly.

MINIMUM QUALIFICATIONS (AS REFLECTED ON THE TRIBAL EMPLOYMENT APPLICATION):

High School diploma or GED

Three years of training or experience in a medically related field.

Must possess a current Montana driver's license.

Must pass a pre-hire drug screen and random drug screens while employed.

Must pass a background check.

DESIRABLE QUALIFICATIONS (AS DETERMINED BY THE INTERVIEW):

- Request position description for a detailed description of desirable qualifications.

SUBMIT:

1. Completed Tribal employment application.
2. Copy of relevant academic transcript.
3. Proof of enrollment from a federally recognized Tribe if other than CSKT.
4. If claiming veteran's preference, a copy of DD214 must be submitted.

SUBMIT ALL OF THE ABOVE TO: Suz Palmer, Personnel Office, PO Box 278, Pablo MT 59855, Telephone (406) 675-2700 Ext. #1259.

FOR MORE INFORMATION: Chelsea Kleinmeyer, Tribal Health Department – (406) 675-2700 Ext. #7362
