

LAKE COUNTY TRIBAL HEALTH CONSORTIUM, INC. JOB DESCRIPTION

TITLE: COMMUNITY HEALTH REPRESENTATIVE
DEPARTMENT: TRIBAL HEALTH PUBLIC HEALTH
SUPERVISOR: RN/PHN
CLASSIFICATION: FULL TIME NON-EXEMPT

POSITION SUMMARY:

To promote wellness in the Native American Community. The role is to be advocate for clients in gaining access to health services. They also provide a continuum of services to the clients through health education, case finding, follow up and provision of support.

ESSENTIAL FUNCTIONS:

- To assist eligible clients in accessing health and social services
- To facilitate communication between community members and health care providers
- To provide health promotion and disease prevention information and instruction in self care tasks that address chronic health problems, to individuals, families and groups
- To provide case findings in the community and facilitate referrals to the appropriate department or agency
- To provide home visits for the purpose of monitoring chronic disease, evaluation of health status by means of assessing vital signs. And providing health education
- Complete documentation and mandated reports within given time lines
- Other health care tasks as appropriate to level of training and approved by P.H.N. Supervisor

EDUCATION, EXPERIENCE, CERTIFICATES AND LICENSES:

- Education minimum of High School Graduate
- Background in health care field with knowledge of first aid
- Current CPR card
- Current First Aid card
- Valid CA drivers license
- Willing to attend I.H.S., CHR Basic Training, at earliest available date
- Maintain client confidentiality
- Relate well with Native American Communities and have concern for their well being
- Dependable transportation

All LCTHC employees are expected to:

- Provide the highest possible level of service to clients;
- Promote teamwork and cooperative effort among employees;
- Maintain safe practices; and
- Abide by the LCTHC policies and procedures as they may from time to time be updated.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Sitting / Mobility: Approximately 70% of time is spent working at a desk. Balance of time (approximately 30%) is spent moving around work areas. Communication: Ability to effectively communicate with co-workers, Board members, members of outside agencies, in person, by telephone, and by email. Vision: Ability to effectively use a computer screen and interpret printed materials, memos, and other appropriate paperwork. Lifting / Carrying: Ability to occasionally lift and/or move objects weighing no more than 25 pounds. Stooping / Kneeling: Ability to access files/stock supplies in low cabinets and

shelves. Reaching / Handling: Ability to input information into computer systems and retrieve and work with appropriate paperwork, equipment, and supplies. Use of standard office equipment, including computer, telephone, calculator, copiers, and fax. Work is performed in an office/clinic environment; continuous contact with other staff and the public.

INDIAN PREFERENCE: Preference may be given to qualified Native American Indians according to the Indian Preference Hiring Act, CFR 25 USC 472. Other than Indian Preference, Lake County Tribal Health Consortium, Inc. adheres to all provisions of the Equal Employment Opportunities Act.

NOTICE OF DRUG-FREE WORKPLACE ACT REQUIREMENT: LCTHC is committed to maintaining a drug free and alcohol free workplace. LCTHC believes that a healthy, productive workforce free from the effects of drugs is very important to all employees and patients. Substance abuse is incompatible with the health, safety, efficiency and the success of LCTHC. Employees who are under the influence compromise LCTHC'S interests, endanger their own and the health and safety of others and can cause a number of other work-related problems. As a condition of employment, each applicant receiving a job offer from LCTHC must take and pass a required drug screen test.

HIPAA Health Insurance Portability and Accountability:

This act was enacted to deal with three main areas with regard to patient information.

- Security of health information
- Standards of electronic transactions
- Privacy of individually identifiable health information

IMPORTANT DISCLAIMER NOTICE

The job duties, elements, responsibilities, skills, functions, experience, educational factors and the requirements and conditions listed in this job description are representative only and not exhaustive of the tasks that an employee may be required to perform. The employer reserves the right to revise this job description at any time and to require employees to perform other tasks as circumstances or conditions of its business, competitive considerations, or work environment change.

Lake County Tribal Health is an At-Will Employer. Either the employee or LCTHC can terminate the employment at will, without advance notice, at any time, with or without cause.

I have read and understand all aspects of this job description

Employee Signature

Date

Supervisor/Dept. Manager

Date

HR Signature

Date

Board Approved 04/13/10