



# Klamath Tribal Health & Family Services

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Klamath Falls, OR 97603  
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OPEN: 09/17/09  
CLOSE: 10/05/09

EXEMPT \_\_\_\_\_  
NON-EXEMPT X

## POSITION DESCRIPTION

**POSITION:** COMMUNITY HEALTH REPRESENTATIVE

**RESPONSIBLE TO:** Community Health Nursing Supervisor

**SALARY:** GS-05 \$25,856 - \$32,633 Annual/Full Benefits  
GS-06 \$28,282 - \$36,364 Annual/Full Benefits

**CLASSIFICATION:** Non-Management, Regular, Full-Time

**LOCATION:** Klamath Tribal Health & Family Services  
Wellness Center, Chiloquin, Oregon

## INTRODUCTION

The Community Health Representative will be responsible for assisting in the implementation of medical and educational services in a caring, professional manner to eligible Tribal Members in the local community. The Community Health Representative will be working within the boundaries of the Klamath Tribes service area (Klamath County). Routine duties shall include providing health care related services to individuals eligible for services provided by Klamath Tribal Health & Family Services in homes, schools, clinics, alternate job sites and other community locations within the Klamath Tribes' Service Unit.

## MAJOR DUTIES AND RESPONSIBILITIES

1. Serve as a liaison and advocate between medical staff, other health facilities, and social services on behalf of patients needing assistance.
2. Provide recommended services, as indicated by medical diagnosis or physical condition of the patient, including emergent or non-emergent homemaker services, i.e. household chores, preparing food, and assisting with personal care such as bathing or hair washing.
3. Guide, escort, or in other ways assist patients in utilizing all recommended services, including providing transportation to medical and dental facilities, when no other transportation is available, as directed by supervisor. Explain to patients any available health resources and to how access them.
4. Make home visits to Tribal members to insure health and other related needs are being met. Refer patients in need of additional assistance to proper facility.

5. Take vital signs while on home visits and report anything out of the ordinary to the Community Health Nursing Supervisor or Clinical Director.
6. Deliver supplies, medication and/or equipment to patient homes as needed.
7. Maintain comprehensive patient records to ensure quality assurance and compliance with reporting requirements, utilizing RPMS CHR system.
8. Assist in maintaining and improving the health of pre and postnatal patients, infants, and children.
9. Provide periodic written reports and the outcomes; seek methods to facilitate unmet needs of patients through services or other means of outreach, as approved by the Community Health Nursing Supervisor and/or Clinical Director.
10. Submit monthly/quarterly reports and keep a daily log and record any unusual happenings to the Community Health Nursing Supervisor.
11. Provide health education or health information to individuals and to the community.
12. Attend and participate in scheduled staff meetings or planned meetings for Community Health Representatives, as directed by the supervisor.
13. Help develop and provide health information through special projects involving the community, i.e., specialty clinics, health fairs, etc.
14. Maintain a personal and professional commitment to the philosophy and goals of the organization, which is committed to enhancing the quality of life for the Tribal people of the community, providing affordable medical and health services in a caring, professional environment.
15. Assist with emergency preparedness and emergency situations, as directed.
16. Other related duties as assigned.

### **SUPERVISORY CONTROLS**

Work is performed under the direct supervision of the Community Health Nursing Supervisor. Work is assigned in terms of functional/organizational objectives. The supervisor will provide guidance with unusual situations that do not have clear precedents.

The employee plans and carries out various stages of a project by selecting and using approved methods and techniques as appropriate. Assignments are reviewed for quality and compliance with established policies and procedures.

### **KNOWLEDGE, SKILLS, ABILITIES**

Ability to maintain strict confidentiality of patient medical records and adhere to the standards for health record-keeping, HIPAA and Privacy Act requirements.

Possess a working knowledge of health care operating techniques.

Possess good public and interpersonal relationship skills. This person should be able to meet with a variety of individuals in a professional manner, using tact, diplomacy, and mature judgment to establish rapport with patients to accomplish problem solving and education.

Ability to communicate well in both oral and written form. This person should be able to express her/himself in a clear and concise manner for the purpose of correspondence, providing reports, and obtaining information or assisting patients in comprehending various situations.

Ability to function effectively under pressure of time and/or demands of several tasks at once by effectively planning, organizing and prioritizing workload.

Ability to perform work and accomplish tasks in accordance with established policies, procedures, practices, and priorities of the office.

Knowledge and ability to take vital signs and chart results accurately.

Ability to obtain and compile information into reports.

Ability and willingness to drive in adverse weather conditions.

Ability and willingness to obtain and maintain Community Health Representative, CPR, and First Aid certifications within 120 days of date of hire.

### **QUALIFICATIONS, EXPERIENCE, EDUCATION**

#### **Minimum Qualifications:**

- High School Diploma or equivalent **REQUIRED. Must submit copy of diploma, GED, or transcripts with application.**
- Must obtain Community Health Representative or equivalent training AND obtain and

maintain CPR and First Aid certifications within 120 days of hire; **REQUIRED. *Submit any applicable certifications with application.***

- Must possess a current valid Oregon Driver's License and be insurable by Klamath Tribal Health & Family Services; **REQUIRED. *Must submit copy of driver license with application. License will be checked with DMV to verify insurance eligibility.***
- Must have a high level of organizational skills and self-motivation, requiring minimal supervision.
- Must be willing and able to work as a team member with other agencies and program staff.
- Must be able to participate and promote teamwork; be courteous to patients and their family members and with co-workers.
- Must submit to and clear a Criminal Background Investigation.
- Must submit to and clear an Alcohol/Drug Screen and random testing as per policy.
- Indian Preference will apply, as per policy. ***Must submit documentation with application to qualify for Indian Preference.***

**Preferred Qualifications:**

- Certified Nurse's Aide, plus one year of experience is preferred.
- Positive working experience with Native Americans, in a related field will be given preference.
- Knowledge of medical terminology is preferred.

**ACKNOWLEDGEMENT**

This job description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive, and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

**Revised: 09/15/09**

**APPLICATION PROCEDURE**

Submit a Klamath Tribal Health & Family Services *Application for Employment* with all requirements and supporting documentation to:

**Klamath Tribal Health & Family Services  
ATTN: Human Resource  
3949 South 6<sup>th</sup> Street  
Klamath Falls, OR 97603**

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

Please Note: If requirements are not met, i.e., submission of a resume in lieu of a tribal application or not including a required certification, your application will not be reviewed and will be disqualified.

Indian Preference will apply. In accordance with Klamath Tribal policy, priority in selection will be given to qualified applicants who present proof of eligibility for "Indian Preference".

Applications will not be returned.