



Spirit Lake Tribe
P.O. Box 359
Fort Totten, North Dakota 58335
karenj@spiritlakenation.com

Job Title:

Lead CHR Outreach Worker

Open Date:

May 21, 2019

Position Objective: Individual will provide home health care and refer individuals in need of care to the proper resource/program/service, and explain available health programs, explain health policies and procedures that community members must abide by when seeking health care. Will organize community health promotion and disease prevention events in concert with other colleagues and facilitate the learning.

Major Duties & Responsibilities

- Will work as a team player under the direction of the Public Health Nursing/Community Health Representative (PHN/CHR) Program Director.
- Will conduct home visits to determine client needs. Complete physical assessment as driven and dictated by a treatment plan or plan of care. Tasks may include obtaining blood pressure, temperature, measurements and other data and developing information on healthy history, diet history and family health issues
- Implements individualized plan of care/ treatment plan based on the assessment. Implements the plan of care as directed by the Medical Director and/or his/ her designee by performing demonstrated paraprofessional skill sets as within the scope of a North Dakota certified Nursing Aide-Assistant and/or the individual certified by the Indian Health Service in the CHR Core Standards. Updates plans as may be guided by the state and federal regulations
- Provides case management and coordinates services within certified scope of practice
- Provide home visits utilizing the case management model and as ordered and directed by the Primary Care Provider/Medical Provider, his/her designee as expressed in a Plan of Care or Treatment Plan
- Enters hard copy PCC's into the RPMS CHR Component Electronic Medical Record (EMR) daily
- Assists the PHN/CHR director with creating CHR Queries and Custom Reports within the RPMS CHR Component
- Exports Electronic PCC into the Overall System to ensure CHR PCC's are being captured at the Federal Level for continued CHR Funding
- Maintain HIPAA compliance
- Help identify health needs in the community
- Organize community health promotion and disease prevention events together with other tribal programs and facilitate the learning. Examples: immunizations, well baby clinic, safety in the home, medication/drug storage, proper home and personal sanitation, health hazards of behavior: Alcohol, cigarette smoking, poor eating habits and poor hygiene
- Will assist other CHRs with injury control, building inspections, community disaster plan, food quality, communicable disease control, pest control, community clean up and rabies control

- Will utilize knowledge based on basic anatomy and physiology, normal baseline values, basic medical terminology, basic nutritional and dietary needs, disease etiology, community organizations and understanding of the local resources and the norms of Spirit Lake tribal beliefs and customs
- Provides education to clients and families relative to parenting, nutrition, health care, prenatal care, breast feeding, safety, substance abuse, communicable diseases, and other subjects as needed by client
- Distributes educational and informational materials on health issues such as, but not limited to: smoking, obesity, diabetes, depression, substance use, immunization, hypertension, STDs, HIV/AIDS, heart disease and nutrition
- Attend necessary community activity and/or meetings involving collaborative health efforts for community and/or service population
- Attend all staff/professional meetings as required
- Other Duties as may be assigned by the PHN/CHR director
- Will provide non-emergency transportation to medical appointments during the weekday, and evening hours for patients in accordance with state, tribal and federal regulations, must serve as a patient escort as needed.
- Aid in loading/unloading via the stairs or lift(s) mechanisms including securing wheelchairs, oxygen bottles, harness, seatbelts, car seats, band and athletic equipment or luggage dictated by route assignment and need.
- Perform pre-trip inspections on vehicles including examining the engine compartment, testing brakes and inspecting the chassis, interior and exterior of the vehicle. Fuel, service & clean vehicle in accordance with Tribal, state and federal regulations and policies. Report damage and malfunctions as required by Tribal policy & procedures.
- Perform routine office tasks, such as typing, filing, proof reading, & maintenance of service logs, Enter or assist Data Coordinator in entering daily PCC diagnostic patient specific data into the official patient medical record (PMR) through the RPMS (Resource and Patient Management System) CHR Component
- Assists PHN/CHR Director with coordinating educational opportunities for the CHR Staff including CNA, EMR and EMT Classes
- Assists DPHN with excel spreadsheet and tracking tools to enhance performance Improvement processes within the CHR Program
- Create power point presentations, educational flyers, poster boards, educational booths, and brochures
- Generates purchase orders, check requests, ordering equipment, furniture and supplies for the PHN/CHR Program
- Maintains a professional presentation of self and work station, also maintains patient control and discipline that ensures the safety of all vehicle passengers.

Qualifications, Experience and education required:

- Must have current CNA, EMR, HIPAA, First Aide **and** CPR certifications

- Must maintain all North Dakota certifications and licenses current
- Should have minimum of 1-year experience as: CHR, IT (computer set-up, Excel, Word, Power Point), Data Entry (RPMS/EHR) **and** supervisory experience
- Must maintain all continuing education units as may be required for licensure and/or certification in specialty field of study
- Demonstrated skill set: First Aide/CPR; vital sign/equipment use; assessment/ referral skills; report verbally and written (subjective/objective) assessment plan; teamwork; and advocacy
- Must possess and maintain a current, valid, active and unrestricted North Dakota Driver's License throughout the course of employment, as well as, proof of automobile insurance
- Must have excellent leadership and communication skills, both verbally and written, be courteous and tactful
- Must be amenable to constantly shifting work environment and work schedules with high stress levels
- Ability to maintain confidentiality with regard to all phases of the job duties
- Ability to learn new software systems for application in management in the health care system
- Have understanding of Native American population culture, belief system, living experiences
- Understanding of Indian Health Service 638 Contracts/Self Governance/Compact, Grants Compliance
- Must be 18 years of age, (minimum).

Performance Expectations:

In performance of their respective tasks and duties all employees of the Spirit Lake Tribal Health Department are expected to conform to the following:

- Uphold all principles of confidentiality and patient care to the fullest extent
- Interact in an honest, trustworthy, and dependable manner with patients/clients, employees and vendors, possessing cultural awareness and sensitivity
- Must have enthusiasm, compassion, tact, a sense of detail in the supervision of others and the initiative and creativity needed to develop and improve programs and services for the diverse needs of the population served
- Meet or exceed the performance standards as set out by the organization or direct supervisor
- Work independently and a team member; consistently demonstrating professionalism, courtesy, efficiently, excellent internal and external customer service, high ethical standards and behavior that contribute to harmonious relationships
- Willingness to learn new skills and participate in training sessions, including maintaining of CEUs
- Must comply with all Spirit Lake Tribal Health Department Policy and Procedures and Spirit Lake Tribe Employee Policies, follow all safety rules and procedures for the work area
- Must be able to work in the field, travel from site to site and work through inclement weather conditions. Willing to work for more than eight hours per shift when required, perform job duties under all conditions.

- Must be able to perform the functions of this position with or without direct supervision, must have strong ethic of being timely, & dependable.
- **The Spirit Lake Tribe will perform background checks and drug screenings**

Job Role:	Lead CHR Outreach Worker	Company Industry:	Spirit Lake Tribal Health
		Closing Date:	June 4, 2019
Employment Status:	Full-time	Supervision	PHN/CHR Program Director
Monthly Salary Range:	DOQ	Manages Others:	No
Number of Vacancies:			
Please Send Application to:			
Name:	Spirit Lake Human Resource Department	Email:	ndemarce@spiritlakenation.com or normar@spiritlakenation.com
Address:	P.O. Box 97	State	North Dakota
City:	Fort Totten, North Dakota	Zip/Postal Code:	58335
Phone:	701-381-0204 or 701-381-0361	Fax:	701-766-1272
Application Procedure	Complete application/Completed resume/Application materials must clearly explain how experience and education are related to minimum qualifications and job duties. Copy of Credentials /License/Copy of college transcripts/copy of valid driver's license/Names, addresses, phone numbers and permission to contact three references/If seeking Indian Preference a copy of Tribal Enrollment must be attached/ If seeking Veteran's preference must include Form DD214/Authorization signature will be required for background check and drug testing.		