

PUEBLO OF LAGUNA
JOB ANNOUNCEMENT NO. 2018-33

OPEN TO IN-HOUSE AND EXTERNAL APPLICANTS

POSITION:	Community Health Worker
OPENING DATE:	May 8, 2018
CLOSING DATE:	Open Until Filled
DEPARTMENT:	Community Health and Wellness/ CHR Program / Kidney Care Project
SALARY RANGE:	NE-10; \$29,682 - \$44,512

Position Summary:

Under general direction of the CHR Program Manager, the Community Health Worker provides patient care services, education, and support to adults with Type II diabetes and/or chronic kidney disease. Communicates the purpose and services of the Tribal Home-Based Kidney Care Project to community members. Consistently applies the Pueblo's Core Values in support of Workforce Excellence. Maintains confidentiality of all privileged information.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:

- Following written study protocol and curriculum, visits homes to assess and determine health related service needs. Completes Project Initial Assessment Form following established guidelines and protocols.
- Develops patient care plan based on Project Initial Assessment Form, medical discharge plans, input from other service providers/project team, and established guidelines, protocols, and standards of operation.
- Develops strategies and activities to motivate participants to engage/develop ownership of their care plans.
- Provides client transportation and/or coordinates transportation needs to meet scheduled appointments.
- Conducts rapid tests for blood sugar and kidney function, and other procedures within scope of work and responsibility.
- Provides regularly scheduled education sessions with participants on nutrition, physical activity, blood pressure/glucose management, and other related topics in accordance with study curriculum.
- Delivers medical equipment, supplies, and medications; provides instruction in proper use; ensures working order of equipment.
- Monitors patient compliance with care/activity plan and reports patient status to project team and other relevant/appropriate resources. Revises care plan based on medical and other provider recommendations.
- Navigates clients to other agencies for medical, psychological, education, training, benefits, spiritual, or other needs. Coordinates follow-up appointments.
- Participates in regular meetings with project team and other providers for care and case management.
- Carries out physician orders/medical direction provided in referrals, verbally or through provider consultations.
- Provides emergency care within scope of responsibility and skill level.
- Develops and maintains hard copy case files/electronic case files as required.
- Documents services in a timely and accurate manner; collects required data; develops required narrative and statistical reports.
- Ensures the confidentiality of client information in accordance with HIPPA regulations and other relevant patient privacy protection laws.
- Participates in training provided by Project to enhance knowledge and build skills regarding diabetes, kidney disease, and preventative practices.
- Uses personal vehicle in performance of duties.
- Contributes to a team effort toward accomplishing tasks and achieving results.
- Performs other duties within Project scope of work.

Minimum Qualifications:

- High School Diploma or GED required.
- Two years of health-related experience, including six months of experience in home health care or direct patient care, required.
- Nurses' Aide, Home Health Aide, or Medical Assistant Certification preferred.
- Current First Aide/CPR Certification preferred; must obtain within months of hire.
- A combination of relevant education and directly related experience may be considered.
- Conversational level proficiency in the Laguna language preferred.

Background Investigation Requirements:

The Pueblo of Laguna has a Suitability Policy for background investigation processes. Every position in the government operation is reviewed and designated at one of three risk levels. The determination is commensurate with public trust responsibilities and attributes of the position which includes job duties. The Community Health Worker is designated as a High-Risk Public Trust position.

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Type of Background Check	Required
Pre-Employment Drug Screening	X
Background Investigation (Criminal Check, Sex Offender Check, Social Security Trace, Driving Record, Civil Court Check – if applicable, Tribal Criminal Check – if applicable)	X
Employment Verification, Education / License Verification, Personal Reference Verification	X
Fingerprint Verification	X
Must Be Able to Drive a Pueblo Issued Vehicle	X
Other	

Knowledge, Abilities, Skills, and Certifications:

- Knowledge of health-related issues, medical terminology, and health care processes, procedures, and protocols.
- Knowledge of the basics of chronic diseases.
- Knowledge and general understanding of disease pathology, and care options, treatments, and service navigation, support and care resources.
- Knowledge and understanding of basic chronic disease terminology and ability to translate information into lay terms.
- Knowledge of available treatment programs and ability to research and seek available resources and services.
- Knowledge of and skill in use of safe/appropriate ambulation procedures.
- Knowledge of HIPPA regulations and other relevant patient privacy protection laws.
- Ability to communicate effectively, both verbally and in writing.
- Ability to maintain confidentiality to demonstrate high moral character and self-responsibility.
- Ability to work in a compassionate, sensitive and professional manner; to accept the mental, physical and emotional aspects of the disease process.
- Ability to work extended hours and various work schedules.
- Ability to analyze situations, adopt appropriate courses of action, work independently and meet strict timelines.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability and skill to develop and present engaging group and/or individual educational programs, support groups, and/or workshops.
- Ability and skill in use of medical equipment including glucose machines, sphygmomanometer, and other relevant medical related equipment.
- Ability to carry out instructions furnished in verbal or written format.
- Skill in interviewing techniques, in patient care plan development, monitoring processes, and skill and ability to determine needed level of care.
- Skill in utilizing other service providers, establishing and maintaining cooperative relationships.
- Skill in making effective decisions in emergency situations.
- Skill in computer use, including Word, Excel, Access, Outlook, and software unique to program.

Application Instructions:

- Go to www.lagunapueblo-nsn.gov and click on Employment Opportunities for application instructions and application form. **Read instructions prior to completing application form; incomplete applications will not be considered.** Resumes are encouraged but not in lieu of a complete application form.
- All hand delivered documents must be received by the Human Resources Office no later than 4:30 pm (MDT) on the closing date. All electronically mailed documents must be received by the Human Resources Office no later than 11:59pm (MDT) on the closing date.
- Application packets may be submitted by one of the following methods:
 1. E-mail to POEmployment@lagunapueblo-nsn.gov;
 2. Mail to Pueblo of Laguna Human Resources; P.O. Box 194; Laguna, NM 87026
 3. Deliver to the Human Resources Office, 22 Capital Drive; Laguna, NM
 4. Fax to (505) 552-9675
- For more information, contact Johanna Wade, at (505) 552-5785 or by e-mail at the above address.

LAGUNA TRIBAL MEMBER PREFERENCE APPLIES