

**PUEBLO OF LAGUNA
JOB ANNOUNCEMENT NO. 2024-47**

OPEN TO IN-HOUSE & EXTERNAL APPLICANTS

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| POSITION: | Community Health Representative |
| OPENING DATE: | May 21, 2024 |
| CLOSING DATE: | May 29, 2024 |
| DEPARTMENT: | Community Health & Wellness |
| SALARY RANGE: | NE10; \$31,429 - \$47,154 |

Position Summary:

Under general direction of the CHR Program Manager, the Community Health Representative (CHR) provides health promotion, disease prevention, and direct patient care services to the Community. 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:

- Based on referral system and individual self-referral, visits homes to assess and determine health related service needs. Completes CHR Initial Assessment following established guidelines and protocols.
- Develops patient care plan based on Initial Assessment, medical discharge plans, input from other service providers, and established guidelines, protocols, and standards of operation.
- Provides personal hygiene care, light homemaker services, and other medical care services within skill level and scope of work.
- Provides client transportation and/or coordinates transportation needs to meet scheduled appointments.
- Delivers medical equipment, supplies, and medications; provides instruction in proper use; ensures working order of equipment.
- Monitors patient compliance with care plan and reports patient status to appropriate medical personnel. Revises care plan based on medical personnel recommendations.
- Navigates clients to other agencies for medical, psychological, education, training, benefits, spiritual, or other needs.
- Participates in regular case staffing meetings with providers for care and case management.
- Carries out physician orders/medical direction provided in referrals, verbally or through provider consultations.
- Provides information and instruction on health education, disease prevention, home safety environment, and medical insurance coverage.
- Arranges for convalescent and rehabilitative care of sick or injured persons.
- Provides emergency care within skill level. Responds to client's needs during acute emotional and/or physical stress. Initiates referral to appropriate medical/behavioral health provider(s) as deemed necessary.
- Maintains electronic and hard copy case files. Documents services in a timely and accurate manner; creates, submits, and presents reports as needed.
- Completes required data entries to document patient care and activities. Adheres to and complies with documentation submission requirements.
- Ensures the confidentiality of client information in accordance with HIPPA regulations and other relevant patient privacy protection laws.
- Assists, as directed, the Pueblo's Emergency Management Program and its response to public emergency incidents.
- Maintains professional knowledge by conducting research, attending relevant trainings and conferences; and establishes network with like providers.
- Performs other duties as required.

Minimum Qualifications:

High School Diploma or GED required. Two (2) years of health-related experience, including six (6) 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 or must obtain within first three (3) months of employment. FEMA/ICS 100 and

200 and prerequisites preferred; must obtain within six (6) months of employment. 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 Representative is designated as a High-Risk Public Trust (HRPT) position.

| Type of Background Check | Required |
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| Pre-Interview Drug Screening and Background Check | 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 applicable laws, regulations, and requirements.
- Knowledge of health-related issues, medical terminology, and health care processes, procedures, and protocols.
- Knowledge of basic FEMA policies, regulations, and processes regarding emergency incident response and management.
- Ability to communicate effectively, both verbally and in writing.
- Ability to establish and maintain positive working relationships with individuals of varying social and cultural backgrounds.
- Ability to maintain confidentiality, to demonstrate high moral character and self-responsibility.
- Ability to work extended hours and various work schedules.
- Ability to analyze situations, adopt appropriate courses of action, to 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 or workshops.
- Ability and skill in use of medical equipment including blood pressure machine, glucose machines, sphygmomanometer, and other 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, in establishing and maintaining cooperative relationships.
- Skill in making effective decisions in emergency situations.
- Skill in computer use, including Word, Excel, 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.

Job Announcement No. 2024-47

- 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 polemployment@pol-nsn.gov;
 2. Mail to Pueblo of Laguna Human Resources; P.O. Box 194; Laguna, NM 87026
 3. Deliver to the Human Resources Office, 23 Rio San Jose Rd; Laguna, NM 87026
 4. Fax to (505) 552-9675
- For more information, contact Whitney Roughsurface, at (505) 552-5784 or by e-mail at the above address.

LAGUNA TRIBAL MEMBER PREFERENCE APPLIES