



The Three Affiliated Tribes **Job Description**

Parshall **Community Health Representative (CHR)**

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

REPORTS TO: CHR Director DEPARTMENT: Community Health Representative Program (CHR) SALARY: DOQ CLASSIFICATION: Non-Exempt	FLSA STATUS: FT-Regular LOCATION: CHRC 1293 Elbowoods Loop New Town, ND OPENING DATE: CLOSING DATE:
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POSITION SUMMARY:

This position is located on the Fort Berthold Indian Reservation, with the main Community Health Representative (CHR) office in New Town. Staff are assigned to serve designated segments within the reservation.

The incumbent provides community-based health services, including health promotion, disease prevention, and outreach education. Primary responsibilities include home visits, non-emergent medical transportation, and delivery of health education programs within the community and local schools.

Work hours are typically Monday through Friday, 8:00 a.m. to 4:30 p.m. Occasional evenings, weekends, and schedule adjustments may be required to meet client and program needs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Provide home visits to community members who are enrolled in a federally recognized Tribe and reside on Fort Berthold (or within the contract service delivery area). Home visit duties are dependent on client need. This may include but is not limited to (all activities are limited to within CHR/CNA scope of practice): bathing assistance, bandage changes, blood pressure and blood sugar checks, homemaker services, respite care, personal care, CHR assessment, resource navigation, case management, and care referrals.
2. Provide non-emergent medical transportation for eligible community members to medical appointments. (Refer to CHR Transportation Policy).
3. Provide medication delivery to eligible community members
4. Plan, coordinate, and deliver health education and promotional events.
5. Complete referrals to other providers, services, programs, and mandated reporting, as needed, for situations of health hazards, sanitation issues, neglect, or abuse.
6. Must complete all required documentation. This includes but is not limited to: Patient Care Component forms and Electronic Health Record (EHR) documentation for client interactions; daily mileage and gas logs; and weekly and monthly reports, and any required billing documents.
7. Adherence to HIPPA regulations and maintain strict confidentiality per protocol is required.
8. Will work in collaboration with other programs to provide health promotion/disease prevention services within the communities and schools.



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9. Provide health promotion/disease prevention activities with schools, such as, health education activities and head lice checks.
10. Required to assist in disease and emergency response situations. For example, may be required to assist with testing events vaccination events, and more.
11. Will communicate health information to clients as well as provide reports on clients, both verbal and written to other members of the healthcare team.
12. Enters CHR PCCs into RPMS.
13. Attends meetings, events, and training; maintains certifications.
14. Adheres to MHA Policy & Procedures as well as department policies/guidelines.
15. And other duties as assigned.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned to any individual employee are at the discretion of the appointing authority.

SUPERVISORY REQUIREMENTS:

- The requirement for managing others does not exist.

COMPETENCIES:

- **Analytical**-the individual synthesizes complex or diverse information.
- **Problem solving**-the individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully.
- **Verbal/written communication**-the individual speaks clearly and persuasively in positive or negative situations, demonstrates group presentation skills and conducts meetings.
- **Quality management**-the individual looks for ways to improve and promote quality of the department and demonstrates accuracy and thoroughness.
- **Judgment**-the individual displays willingness to make decisions, exhibits sound and accurate judgment and makes timely decisions.
- **Planning/Organizing**-the individual prioritizes and plans work activities, uses time efficiently and develops realistic action plans.
- **Safety and Security**-the individual actively promotes and personally observes safety and security procedures and uses equipment and materials properly.

KNOWLEDGE AND ABILITIES:

Knowledge

- Knowledge of the MHA Nation policy and procedures of personnel administration
- Knowledge and ability to complete blood pressure and blood sugar checks.

Abilities

- Ability to develop long-term plans and programs and to evaluate work accomplishments.
- Ability to apply and adapt practices and techniques to the special requirements of senior management.
- Ability to establish and maintain effective relationships with other management staff, employees, and the general public.



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- Ability to present facts and recommendations effectively in oral and written form.
- Ability to communicate and educate on specific health conditions, prevent practices, and the dangers of uncontrolled health conditions and associated complications.
- Ability to cope with stress and to manage client conflict.
- Ability to work independently, without supervision.

MINIMUM QUALIFICATIONS AND EDUCATION:

- High school diploma/or GED **REQUIRED**
- Valid Driver's License **REQUIRED**.
- CHR Certification, **REQUIRED**. (Training will be provided upon hire)
- CPR/First Aid Certified, **REQUIRED**. (Can be obtained upon hire)
- CNA certification, **PREFERRED**. (Must complete training once class is available upon hire)
- A minimum of six months of experience in a health-related field is preferred but not required.
- Any equivalent combination of experience and training that provides the required knowledge, skills, and abilities.

WORKING CONDITIONS:

- Unless otherwise properly approved, the normal schedule of hours is from 8:00 a.m. to 12:00 noon, and from 12:30 p.m. to 4:30 p.m. Deviation from the normal schedule may be required for certain programs.
- Work is active – requires driving, standing, walking, bending, kneeling, and assisting clients.
- Potential exposure to blood and other hazardous materials, communicable diseases, and other conditions common in a health care environment. May be requested to assist in response to infectious disease situations.
- Work is performed in an environment with varying conditions of noise level, temperature, and illumination.
- May, on occasion, be exposed to unpleasant situations and/or may need to perform duties during stressful conditions.
- Be willing and able to work flexible hours when participating in community outreach events.
- Position will require the employee to drive a GSA vehicle and to transport community members to non-emergent medical appointments.
- Position will require the employee to provide services within community members' homes.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Ability to lift up to 25lbs.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.



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Preference will be given to bona fide American Indian applicants in accordance with TAT policies and Federal Indian regulations for such preference.

THE MANDAN, HIDATSA, ARIKARA TRIBES DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGIOUS PREFERENCE, AGE, HANDICAP, MARITAL STATUS, POLITICAL PREFERENCE, GENETICS, OR MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION, EXCEPT AS ALLOWED BY THE INDIAN PREFERENCE PROVISION OF THE CIVIL RIGHTS ACT OF 1964, AS AMENDED AND NORTH DAKOTA HUMAN RIGHTS ACT.

PERSONS OF INDIAN ANCESTRY WHO WISH TO CLAIM INDIAN PREFERENCE SHOULD SUBMIT A COPY OF THEIR TRIBAL ENROLLMENT CERTIFICATE INDICATING THE AGENCY ENROLLED.

All interested individuals must submit the following information:

1. Job Application
2. Diplomas/Certificates and Transcripts
3. 2 Forms of Identification: Driver License and/or State Issued ID and 1 Other
4. Indian or Veteran Preference documents (If applicable)

Submit all necessary information to Recruitment@mhanation.com

Supervisor Signature: _____ Date: _____

Employee Signature: _____ Date: _____