



TAOS PUEBLO JOB DESCRIPTION

JOB TITLE: Community Health Representative
PAY GRADE: NE8
FLSA STATUS: Non-Exempt
DEPARTMENT: Health and Community Services
REPORTS TO: Public Health Nurse

GENERAL PURPOSE:

Performs community health work that is related to direct patient care, education, prevention and wellness. Provides individual monitoring.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

ESSENTIAL FUNCTIONS:

Conducts office and home visits to include physical and emotional care as well as addressing health promotion and wellness.

Schedules and coordinates health transportation for community members.

Picks up and delivers medication. Reviews medication with patients.

Assists with direct patient care procedures and related tasks; obtaining patient histories, takes vital signs, blood pressure, oxygen level, pulse and glucose monitoring and accurately records statistics.

Educates and advises patients on specified medical issues within established parameters.

Serves as a patient care advocate to assist other health care professional by clarifying the needs of the patient with a language barrier, need for understanding, cultural beliefs and traditions of Taos Pueblo.

Practices safety, environmental, and/or infection control methods.

Assists clients in completing paperwork for social services and healthcare providers.

Assists in ordering, care, maintenance, and utilization of department equipment, supplies and inventories.

Schedules appropriate medical appointments and or referrals for patients.



Assists with immunization clinics and provides education.

Serves as a liaison between the medical/community health staff, family services and other tribal programs on behalf of clients needing assistance.

May receive bodies of deceased persons, ensuring appropriate confidentiality. Provides technical morphology lab services for deceased individuals.

Prepares dead bodies to ensure safety of the bodily fluids or anything else that may be harmful to those who traditionally prepare the body when brought home for burial.

May be a first responder and performs emergency service duties from accidents, gunshots, and poisonings when needed until appropriate personnel arrives.

Provides prevention education and events or activities that will promote healthy life-style choices.

Orders, picks up and delivers medical equipment, medications, materials, or supplies to patients' homes when necessary.

Conducts health education programs to patients, community and school systems.

Enters client specific data into client's medical record or other data collection systems.

Co-Facilitates disease related support groups.

Answers incoming telephone calls, determines purpose of calls, and forwards calls to appropriate personnel or department, ensuring professional telephone etiquette.

Establishes and maintains an effective filing and retrieval system.

Prepares or assists with the preparation of reports

May provide transportation to patients as needed.

Performs other duties as assigned.

SUPERVISION EXERCISED:

N/A



MINIMUM QUALIFICATIONS:

High School Diploma or GED, one year home health or patient care preferred. CNA, CMA, EMT or LPN certification preferred. CPR and First Aid Certified. Associates Degree preferred. Tiwa speaking required. Valid New Mexico driver's license with ability to meet Pueblo's liability insurance requirements and maintain eligibility for insurance. Must be able to pass drug test and background check, with NO prior convictions of any felonies.

Taos Pueblo reserves the right to exercise preference in hiring for qualified Tribal members/Indians in connection with all positions.

KNOWLEDGE, SKILL AND ABILITY:

- Knowledge of modern office practices, procedures, and equipment.
- Knowledge of health related issues, medical terminology, and health care education.
- Knowledge of patient care charts and patient histories.
- Skill to effectively interview patients and to write clearly.
- Skilled in the safe operation of a motor vehicle.
- Skill in taking and recording vital statistics.
- Skill in operating phones, business computers and office machines, including in a Windows environment, specifically Word, Excel, Access, and presentation software (such as PowerPoint).
- Skill in working with children and families.
- Ability to observe, assess, and record symptoms, reactions, and progress.
- Ability to maintain accurate client records while protecting confidentiality of patient records.
- Ability to work with handicapped clients.
- Ability to physically lift, stand, and assist patients when transporting.
- Ability to use wheelchairs or walkers when necessary with patients.
- Ability to communicate effectively both verbally and in writing.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to maintain confidentiality.
- Ability to carry out instructions furnished in verbal or written format.
- Ability to work independently and meet strict time lines.
- Ability to work with distressing and/or unpleasant odors, procedures and circumstances.
- Ability to maintain confidentiality.
- Ability to communicate effectively both verbally and in writing.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee regularly is required to sit; stand; walk; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee frequently is required to climb or balance. The employee occasionally is required to taste or smell. The employee must occasionally lift and/or move up to 50 pounds.



WORK ENVIRONMENT

Work is performed both indoors, home environment and medical office with a moderate noise level. Employee may be exposed to unpleasant odors, bodily fluids, and infectious disease. Will work in a death environment with occasional noxious odors. Will work with blood or blood-borne pathogens. Work environment involves exposure to potentially dangerous materials and situations that require following extensive safety precautions and may include the use of protective equipment. Travel within the designated areas is required. Evening and/or weekend work may be required.

EMPLOYEE’S CERTIFICATION:

I acknowledge receipt of this job description and understand the job description is subject to change by Taos Pueblo as the needs of the employer and requirements of the position change.

Employee’s Signature

Date