
POSITION ANNOUNCEMENT

POSITION: **COMMUNITY HEALTH REPRESENTATIVE**

DEPARTMENT: Bay Mills Health Center **GRADE:** 8 (\$14.33-21.50)

REPORTS TO: Health & Human Services Director **STATUS:** Non-Exempt

POSITION SUMMARY:

To provide quality outreach health care services and health promotion/disease prevention services to American Indians and Alaska Natives within our community. The CHR will be directly responsible to the Health & Human Services Director.

ESSENTIAL FUNCTIONS:

1. To act as a liaison for the health care team to provide in-home health care. Must be able to oxygen screening, blood pressures and take temperatures.
2. To provide transportation within the local community to/from tribal clinic for routine, non-emergency problems, to a patient without other means of transportation, when necessary.
3. May provide curbside grocery pick up and medication deliveries.
4. Must be able to use software systems to document patient activity.
5. Must be pleasant and respectful BMHC patient population.
6. To act as a liaison/advocate for the communities served by Federal, State, and local agencies. The liaison/advocate motivates and assists the agencies by clarifying the role of Native traditions, value systems, and cultural beliefs, to meet the health care needs of the communities, thereby reducing the potential for conflict and misunderstanding regarding the health conditions of American Indian people.
7. To assess community health care resources, both IHS and non-IHS, and to facilitate appropriate utilization of those resources.
8. To provide extensive health promotion/disease prevention information and instruction in self-help services that address chronic health problems.
9. To provide and/or assist in demonstrations, conduct training sessions and community meetings in the areas of safety, nutrition/dietetics, environmental health, and in other areas of health concerns.
10. Maintain confidential files containing client information, vouchers, referrals and other related files in accordance payment resources to tribal members.
11. Compile and provide necessary information to accounting department to ensure timely payment of vouchers.
12. Must attend all mandatory or departmental training offered by the Bay Mills Human Resource Department and the Health and Human Services Program.
13. Other duties may be assigned within the scope and complexity of this position's essential functions.

PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee is regularly required to sit, stand, and walk. The work performed is in an office setting with adequate lighting, heating, and ventilation.

POSITION REQUIREMENTS:

1. High school diploma or G.E.D.
2. Experience in health related fields preferred, but not necessary.
3. Indian Health Services CHS guidelines and regulations must be followed.
4. General guidelines contained within the Indian Health Service contract must be followed.
5. Specific tribal guidelines and policies set by the tribal Health Board must be adhered to.
6. Must have valid Michigan driver's license and good driving record.
7. Must have dependable motor vehicle and be able to travel.
8. Must attend CHR training for a period of three weeks.
9. Maintains the confidentiality of the health program and its clients.
10. Must have an excellent past work history
11. Must have excellent communication skills: both written and verbal.
12. Must be drug free and participate in random drug testing, including but not limited to cannabis.
13. To perform this position successfully, an individual must be able to satisfactorily perform each function listed under the essential functions and physical demands categories of this position description.

PREFERENCE: Preference will be given to those of Native American descent.

CLOSING DATE: December 15, 2021 at 4:30pm

APPLY TO: Send Cover Letter, Resume and 3 reference letters to:

Erin Forrester; HR Generalist
Bay Mills Human Resources Department
12124 W. Lakeshore Drive
Brimley, MI 49715
(906) 248-8526

eforrester@baymills.org

Subject: CHR

****Applications can be found on the Bay Mills website at www.baymills.org under the employment section****