



COLORADO RIVER INDIAN TRIBES

Human Resources

26600 MOHAVE RD.

PARKER, ARIZONA 85344

TELEPHONE (928) 669-1320 • FAX (928) 669-5263

VACANCY ANNOUNCEMENT

SEPTEMBER 17, 2012

#100-12

DEPARTMENT: DEPARTMENT OF HEALTH SERVICES

POSITION: Community Health Representative (CHR I)

SALARY: \$10.00/HR

CLOSING DATE: OCTOBER 1, 2012

INTRODUCTION:

This position is under the CHR manager. During the initial period of hire the incumbent will be responsible for transportation of clients, dialysis patients, elderly and sick to appropriate medical and health care facilities. After completion of the probation period, and CHR basic training the incumbent will perform home health surveillance, a variety of health outreach services, case find, case management and non emergency transportation services to American Indians and Alaskan Natives (AI/AN) residing on or near the Colorado River Indian Reservation.

DUTIES AND RESPONSIBILITIES:

Maintain confidentiality in accordance with the Federal Health Insurance Portability and Accountability Act (HIPPA). The incumbent will maintain and complete timely accurate documentation of daily activities, client contact, transportation, or other activities performed with defined duties and responsibilities, through use of designated forms, such as internally generated forms, or the I.H.S PCC (Patient Care Component). Assist in a variety of home health care services, education counseling, community outreach, public health functions, and non-emergency transports. Hours of transportation are varied.

Non-emergency transportation and/or make arrangement for transport of clients who are in need of transportation to medical providers and /or health facilities, within the scope or priorities defined by programmatic protocol and client needs. Transport includes:

- Client to obtain prescribed medication, or delivery of prescribed medications;
- Safety of passengers during transport, for example, assuring proper use of safety seat restraints, abiding by traffic laws, etc.; and
- Service of vehicle by checking oil, lubricant and fluid levels, scheduling routine preventive maintenance services, and immediately reporting service or repair needs.

Establish and maintain individual case files in accordance with prescribed protocol and/or standards. Collect data and information as required for entry in to data management system(s), such as, the Indian

Health Service (I.H.S) resources and Patient management System (RPMS) and Arizona health Care Cost System (AHCCCS). Conduct community outreach and case find through screening during home visitation, community activities, or public health forums to identify cases of individuals or families in need of services or assistance, and provide assistance or referrals as determined. The incumbent may perform other duties assigned within the scope of the position or CHR Program.

QUALIFICATION, KNOWLEDGE, SKILLS, AND ABILITIES:

Must possess a high school diploma or G.E.D.; possess valid First Aid and CPR Certifications, or obtain one within three (3) months of employment; possess valid Arizona State Driver's License; submit to a driver history check from CRIT Tribe and State DMV; agree in writing to CRIT Confidentiality Statement and Alcohol and Drug policy. Establishing and maintaining effective relationships with clients, community members, tribal officials, representatives of health and resource agencies, the public in general and other contacts. Effectively communicate orally and in writing. Lift heavy objects up to 75 pounds, such as wheelchairs, medical equipment, and supplies.

APPLY:

**C.R.I.T. HUMAN RESOURCES DEPARTMENT
26600 MOHAVE ROAD
PARKER, AZ 85344**

FOR EMPLOYMENT APPLICATION VISIT: [HTTP://crit-nsn.gov](http://crit-nsn.gov)

INDIAN PREFERENCE:

The Colorado River Indian Tribes does not discriminate against employees or applicants based upon race, color, sex or national origin. However, to the extent permissible under Sections 701(b) and 703(1) of the Title VII of the Civil Rights Act, the Tribe does apply a hiring preference to enrolled members of federally recognized Indian tribes.

CRIT OFFERS:

Health and life insurance, pension plan, paid holidays, sick and annual leave
Pre-employment drug screening is required.