



## **Tucson Indian Center**

Human Resources Department

160 N. Stone Ave \* Tucson, Arizona \* 85701

PH: 520.884-7131      FAX: 520.884-0240

### **Job Description**

**Job Title:** Community Health Specialist

**Salary:** Grade 24 - Non-exempt (\$12.73- \$21.87) DOE

**Status:** Permanent

**Hrs. /WK:** Forty (40) hrs. Per week

**Department:** Wellness

**Job Location:** Tucson, Arizona

#### **Job Summary:**

Incumbent is responsible for promoting a healthy lifestyles and case management for clients in need of health services in coordination with other health and social service agencies in the urban native community. Under general supervision the incumbent shall provide information and referral, group education and shall provide home visits to assist and educate clients with health issues such as, and not limited to diabetes, heart disease, domestic violence, and substance abuse.

#### **Essential Functions:**

1. Provide wellness case management services to TIC clients, assisting clients to meet wellness goals by connecting clients to relevant health and wellness resources.
2. Establish for each client a case plan with wellness goals based on health assessment findings, including physical and behavioral health needs and other needs.
3. Assist other T.I.C Wellness programs with intakes and client enrollment as needed.
4. Refer clients to appropriate services and follow-up with clients to ensure the client is accessing services that are meaningful and helpful to achieving client's wellness goals.
5. Make necessary referrals to clients with physical, emotional, or other social economic problems to community agencies for assistance including obtaining health insurance if necessary.
6. Assist clients with eligibility and application process for other health and social programs.
7. Document all client encounters in the electronic health records (RPMS)
8. Complete intakes for home bound clients into the Wellness program.
9. Interviews, makes safety assessments and completes case plans for home bound clients.
10. Provide community workshops on health education and disease prevention.

11. Conduct/coordinate discussion groups, such as sobriety support groups and talking circles for interested clients at T.I.C.
12. Provide home delivery of medications, food boxes and incontinent pads.
13. Advocate for clients in terms of service access, utilization and referrals.
14. Provide transportation for T.I.C clients including home bound clients as needed.
15. Deliver medications and provide health education to home bound clients.
16. Checks and records vital signs, provide home safety checks, remind clients of medical appointments and make/receive phone calls from clients.
17. Educate individuals and families in health education and disease prevention.
18. Picks up and delivers medical equipment, materials, or other medical supplies.
19. Maintains professional knowledge by attending educational workshops, classes and conferences related to job duties
20. Contributes to a team effort and is a proactive team player.
21. Assist other Wellness programs to promote health and wellness in the community.
22. Provides assistance with transportation for social events such as the (Elders Monthly Luncheon at T.I.C and Elders Holiday Luncheon in December)
23. Provide staff education on Health and disease prevention.
24. Perform other job related duties as assigned.

**Required Knowledge, Skill and Ability:**

- Knowledge of health related issues, medical terminology, and health education
- Skills in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations
- Skills in providing superior client-customer service and good judgement
- Ability to operate basic medical equipment including: blood pressure machine, accu-check or glucose machines, and other related equipment
- Ability to create and present effective speeches and presentations
- Ability to build trust with the community and maintain confidentiality
- Ability to develop strong partnerships with local entities, such as schools, Pima County, local Tribes, Indian Health Services, and other health service agencies
- Ability to embrace the mission, vision and four core values of the Tucson Indian Center
- Knowledge of delivery of community-based health and social programs
- Knowledge of American Indian health issues, inclusive of urban Indian issues, Tribal health issues and the function of Indian Health Service

- Familiarity with American Indian cultures and traditions, with sensitivity to these
- Knowledge and/or ability to use a variety of Microsoft Office computer programs
- Ability to communicate effectively, both orally and in written form
- Ability to function in a proactive manner and with limited supervision
- Ability to maintain positive professional relationships with staff, clients and the community

**Required Experience and Training:**

Bachelor’s Degree in health, human services or business fields, such as public health, social work, education, or business;

OR

Associates Degree in the human services or business fields, or certificate of health professional training such as a Nurse’s Aide, Patient Care Technician or Community Health Representative, and a minimum of 3 years of experience in the human services or business fields;

OR

A minimum combination of two (2) years of work experience in the human services or business fields, with experience and knowledge of case management standards.

**Additional Requirements:**

- Must possess valid Arizona Driver’s License
- Must pass Driver Insurance Carrier’s requirements
- Must obtain a HIPAA certification
- Must obtain certifications in Cardio Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED) and First Aid within one year of hire.
- Must pass Arizona DPS Finger Print Clearance (Class I & II)
- Must pass and submit to periodic/random drug testing

**Working Conditions:**

While performing the duties of this job, the employee is regularly required to stand, walk, and drive in the Tucson Urban area. The employee is occasionally required to sit; balance; stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 50 pounds.

**Supervisory Status:**

Non-Supervisory  
Reports to Wellness Director

**Reviewed and Approved By:**

\_\_\_\_\_  
Community Health Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
Date

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473). The Tucson Indian Center is committed to achieving the full and equal opportunity without discrimination because of Race, Religion, Color, Sex, National Origin, Politics, Marital Status, Physical Handicap, Age or Sexual Orientation. In other than the above, the Tucson Indian Center is an Equal Opportunity Employer.

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