



Tucson Indian Center

Human Resources Department

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Job Description

Job Title: Community Health Representative

Salary: Grade 24 – 26 Non-exempt (\$13.28 - \$25.00) DOE

Status: Probationary/Temporary

Hrs. /WK: Forty (40) hrs. Per week (*Temporary 9 month position*)

Department: Wellness

Job Location: Tucson, Arizona

Job Summary:

Incumbent is responsible for promoting a healthy lifestyles to the urban Indian community under general supervision the incumbent shall provide information, education and instructions to individuals and families for health education and disease prevention. Incumbent to 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. Assists the urban Indian community and health care personnel to assess and plan for needed health related services for Wellness clients.
2. Interview clients for medical history and complete health assessments.
3. Make necessary referrals to clients with physical, emotional, or other social economic problems to community agencies for needed assistance.
4. Advocate for clients in terms of service access and utilization.
5. Provide home visits to determine client needs and assist in developing a case plan to meet those needs.
6. Provides support, motivation and coaching to clients.
7. Provide community workshops on health education and disease prevention.
8. Coordinate transportation and medical appointments as needed for clients.
9. Deliver medications and provide health education to home bound clients.
10. Checks and records vital signs, provide home safety checks, remind clients of medical appointments and make/receive phone calls from clients.
11. Complete daily documentation in written and electronic format such as RPMS.
12. Educate individuals and families in health education and disease prevention.
13. Picks up and delivers medical equipment, materials, or other medical supplies.
14. Provides information on health and medical insurance coverage if needed.

15. Maintains professional knowledge by attending educational workshops, classes and conferences related to job duties
16. Contributes to a team effort and become a proactive team player.
17. Assist other Wellness programs to promote health and wellness in the community.
18. 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.

Revision No: 1

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