



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: COVID-19 Community Health Representative

Salary: Grade 25 Non-exempt DOE

Status: Permanent, Full-Time

Hrs. /WK: Forty (40) hours per week

Department: Health Services

Job Location: Tucson, Arizona

Job Summary:

Embraces and Embodies the Identity Document's Mission, Purpose and Vision Statements; Core Values; Guiding Principles and Strategic Goals. Responsible for health promotion, education, and outreach to prepare, prevent and respond to COVID-19 and other at-risk conditions among the Tucson urban American Indian community.

Essential Functions:

1. Key activities include health education, case finding and screening, care management and coordination, patient care and monitoring, contact tracing education, and transportation.
2. Provide home and other off-site visits to assist and educate clients with or at risk for COVID-19, and other at-risk conditions such as diabetes, immune-compromised, heart disease, homelessness, substance abuse, etc.
3. Perform other job related duties as assigned.

Required Knowledge, Skill and Ability:

- Knowledge of local American Indian community and health needs
- Knowledge of social determinants of health, including conditions in which people are born, grow, work, live, and age
- Skills in excellent customer service, including professional and courteous communication
- Ability to actively and professionally engage local American Indians of all ages in program services through outreach activities, including utilizing virtual/telecommunication outreach methods
- Ability to identify specific needs of clients and advocate for patients, including providing continuity and clarity between provider and patient
- Ability to operate basic medical equipment including: thermometers, blood pressure machine, accu-check or glucose machines, and other related equipment

- Ability to maintain confidentiality
- Ability to utilize and assist patients/clients with electronic communication devices
- Ability to function in a proactive manner and with limited supervision.

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 State of Arizona Nurse Assistant (CNA) or Medical Assistant (CMA) certification and a minimum of 1 year of experience in the human services or business fields;

OR

A high school diploma or GED equivalent with minimum combination of four (4) 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 within 2 weeks of hire.
- Must obtain certifications in Cardio Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED) and First Aid within 3 months of hire.
- Must pass Arizona DPS Finger Print Clearance (Class I & II)
- Must pass and submit to periodic/random drug testing

Working Conditions:

Exposure to communicable disease & bloodborne pathogens, unpredictable environmental conditions, physical requirements: Exposure to communicable diseases such as COVID-19 or bloodborne pathogens is a risk of this position. Unpredictable environmental conditions range from working in a climate-controlled office/clinic setting to working in a patient's home, outside, in extreme temperatures, or in spaces with poor ventilation. 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 30 pounds.

Supervisory Status:

Non-Supervisory

Reports to Outreach Manager

Reviewed and Approved By:

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: 2

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