

## **JOB OPENING ANNOUNCEMENT**

**Job Title:** CHR Representative

**Report To:** CHR Supervisor

**Department:** Medical Clinic

**Job Vacancy:** YAN-23-092

**Status:** Full-Time; Non Exempt

**Starting Wage:** \$15.00 per hour

**Opening Date:** 11/13/2023

**Closing Date:** 12/1/2023

### **POSITION DESCRIPTION:**

The Community Health Representative (CHR) will assist individual Tribal Members in a variety of ways to bring about better health practices.

### **QUALIFICATIONS:**

- Possess a High School Diploma or GED equivalent.
- Must be able to obtain a (BLS) Basic Life Saving Certificate.
- Minimum one (1) year varied health services background is preferred.
- (CNA) Certified Nursing Assistant designation or Patient Care Technician (PCT) is preferred or individual will be required to receive State Nursing Assistant Certification within first year of employment, or state Certified Caregiver.
- Ability to communicate effectively, both orally and in writing.
- Ability to apply principals of logical or scientific thinking to a wide variety of issues.
- Evidence of continuing education to maintain any required Certification/License and update knowledge of skills.
- Performs other duties as assigned.
- Must have a valid Arizona Driver's License, be insurable with the Nation's auto insurance policy and sustain insurability throughout the duration of employment.

### **DUTIES AND RESPONSIBILITIES:**

- Determines and responds to the health care needs and concerns of assigned Tribal members.
- Provides limited patient care as needed, i.e., transportation, home visits, and some counseling.
- Provides emergency first aid as needed.
- Actively seeks community resources to respond to health care needs.
- Assists in planning and conducting Health Education Programs.
- Maintain a positive working relationship with Tribal employees.
- Maintains professional education and interaction at conferences and meetings to keep abreast of changes to health requirements and programs.
- Directly responsible for the development, presentation and/or procurement of training and development programs.
- Must maintain complete confidentiality of all information relating to the Nation's and employees personal medical records.

- Enters diagnostic patient's specific data into official patient's medical records through the use of the Indian Health Service (EHR) Electronic Health Record and the Resources and Patient Management System (RPMS).

### **Physical Requirements**

The employee must occasionally lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. The noise level in the environment is typical of an office setting. While performing the duties of this job the employee is required to sit; talk or hear; stand; walk; use hands to finger; handle or operate objects; tools or controls; and reach with hands and arms.

**How to apply: Please submit your resume and application to:**

**Yavapai-Apache Nation / Human Resources**

**2400 W. Datsi / Camp Verde, AZ 86322**

**P: 928-567-1062 / Fax: 928-567-1064**

**[www.yavapai-apache.org](http://www.yavapai-apache.org)**

### **INDIAN PREFERENCE:**

Preference will be given to qualified applicants who are members of federally recognized Indian tribes. To be considered for Indian Preference, you must submit your Certificate of Indian Blood (CIB) with your application.

**WILL BE REQUIRED TO PASS A PRE-EMPLOYMENT DRUG SCREEN AND  
COMPLETE A BACKGROUND CHECK WHICH WILL INCLUDE  
FINGERPRINTING**