Little Traverse Bay Bands of Odawa Indians
Job Posting

Job Title: Community Health Representative
Department: Health
Reports to: Community Health/Diabetes Coordinator
Status: Non-Exempt
Salary Level: $15.98 to $22.37 per hour/($33,232 to $46,525) Annually
Terms: B21
Opens: February 05, 2020
Closes: February 26, 2020

SUMMARY: Provides holistic health care services to individual clients and the community that promotes and maintains wellness in a culturally appropriate manner.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
- Performs brief holistic assessments to include the emotional, physical, mental, spiritual and environmental needs of clients in a variety of settings including community events, clinics, health fairs and the home; as directed and within the scope of training.
- Provide transportation to medical appointments and/or accompany clients to medical appointments to ensure continuity of care. May interpret medical terminology for clients and family when appropriate.
- Educate clients and community on issues related to wellness. May include disease process and prevention within the scope of training.
- Document assessment using the R.P.M.S./E.H.R. system, report to supervisor and collaborate in the development of a client centered plan of care.
- Advocate between client and health services. Work collaboratively with other health care agencies and with other LTBB departments to identify and eliminate barriers to health care services.
- Other duties as assigned.

EDUCATION AND EXPERIENCE:
High school diploma or equivalent, with one or more of the following; Certified Nursing Assistant, or Medical Assistant, or successful completion of I.H.S. Community Health Representative Training, or 3 years related patient care experience and a commitment to obtain the I.H.S. C.H.R. training, or other C.H.R. training in the first year. Must have current CPR and first aid certification.

KNOWLEDGE, SKILLS AND ABILITIES:
To perform the job successfully individual must have strong computer skills with experience in MS Word, MS Excel and R.P.M.S. Must have strong communication skills. Must have excellent customer service, written and verbal skills.

**COMMENTS:**
Indian preference will apply. Individuals must pass a thorough background investigation, including criminal and employment. Individual must have a positive job history with reliable transportation. Individual must take TB test and get influenza vaccination annually due to working in a health setting.