

# Sauk-Suiattle Indian Tribe

## Job Description

**Job Title:** Community Health Representative (CHR)  
**Department:** Health & Social Services  
**Reports To:** Health & Social Services Director  
**Status:** Hourly  
**Pay:** \$15.00/DOE

**Open 6/12/18 Closes 6/22/18**

**Summary:** The CHR Generalist provides liaison between the medical providers and the individual or collective tribal clients, case management and case find functions. Also provides client advocacy as needed. Manages the STOWW Emergency Food Voucher Program, the STOWW Low Income Home Energy Assistance Program, and other related programs as directed. Complies with HIS Scope(s) of Work; the SSIT Tribal Action Plan, 1994; the SSIT Comprehensive Health Plan, 1996; and Tribal Council directives. **Committed to the goals, values and policies that work toward achieving the vision of the SSIT. Promotes development of Tribal teamwork.**

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

Manages patient registration and annual PAO-21 updates.

Serves as the point of contact for the “fee for service” contract with the Darrington Health Clinic regarding client eligibility and billings.

Advocates for clients/patients to assist them in obtaining a variety of unmet health care of social service needs.

Assesses need and refers clients/patients to the appropriate agency or program for services otherwise not provided by SSIT.

Provides Case Management services, which includes monitoring of medications or health status observances, under the direction of the client’s Physician or health care provider or as needed. Provides coordination of these services with staff of the Health and Social Services Department as needed. Performs other related services.

Manages eye care, dental care, and medical service procedures and billings for the SSIT IHS funded program resources.

Manages the STOWW-EFVP, STOWW-LIHEAP, and related programs. Secures appropriate assistance for tribal members requiring these services.

Prepares a variety of reports and other documentation, maintains confidentiality of records and information.

Attends staff meetings and other meetings as required.

Participates in the planning, designing and sponsoring of community education forums of the Health and Social Services Department, including prevention activities or events.

Provides, coordinates, or participates in patient education on a variety of topics.

Performs a variety of field visits regarding patient education, triage services, links chore services for elderly or homebound clients, patient monitoring, and patient assistance.

Other duties as assigned.

**It is expected of all Sauk-Suiattle Tribal employees to demonstrate and show respect to all Supervisor's, Managers, and fellow employees at all times**

**Qualifications** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education and/or Experience**

High school diploma or GED, or equivalent. Must complete CHR Basic Training, medical records training, and some basic alcohol counselor and/or human services college level courses.

### **Computer Skills**

To perform this job successfully, an individual should have knowledge of Word Processing Software and Spreadsheet software.

### **Language Skills**

Ability to comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

## **Mathematical Skills**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

## **Certificates, Licenses, Registrations**

Current Washington State driver's license. HIV/Aids, First Aid/CPR, Food Handlers Certification, Blood Pathogens Certificate, and other certifications such as appropriate CHR basic or refresher courses and other appropriate classes as required by the SSIT Tribal Action Plan and/or funding source. Must be able to pass a Criminal History Background Check per 25 USC.

## **Physical Demands/Work Environment**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit and talk or hear. The employee is occasionally required to use hands to finger, handle, or feel and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

The noise level in the work environment is usually moderate.

**Culturally Sensitive:** This Employee must be culturally sensitive to the customs, traditions, practices, and sovereign status of the Sauk-Suiattle Indian Tribe.

**Duties:** The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job cha

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APPLIES**