

**MIAMI NATION
JOB ANNOUNCEMENT**

POSITION TITLE: COMMUNITY HEALTH REPRESENTATIVE
STATUS: FULL-TIME
CLASSIFICATION: NON-EXEMPT

DATES OF POSTING PERIOD: UNTIL FILLED

JOB SUMMARY: This position is responsible for providing health promotion and disease prevention services to tribal elders, families and other individuals in the tribal community and will be under the direct supervision of the Wellness Manager and the indirect supervision of the Adult Services Coordinator.

MAJOR JOB FUNCTIONS:

- Acts as an advocate and liaison for tribal community to facilitate information for services, healthcare, promote healthy living, and social needs
- Document all encounters with program clients and potential program clients
- Assist community when needed by arranging doctor's appointments, completion of applications and forms for medical services
- Provide information and/or education to individuals, families and tribal community that encourage family unity and positive contributions to their health
- Provides health screenings to tribal elders at various locations
- Provide assistance to program clients such as driving to doctor appointments, delivering medications and supplies to homes
- Makes regular contact with program clients who have known health problems, diagnosed condition or is at high-risk; Assist with telehealth appointments
- Makes initial report to Wellness Manager of any elders, disabled or other individuals believed to be at risk; gathers documentation and/or prepares report for notification to proper authorities
- Prepare reports to be submitted to funding agencies such as IHS, Arthritis Foundation, etc.
- Community Outreach duties
- Assist with aquatic exercise sessions as needed

OTHER JOB FUNCTIONS:

- Submit monthly reports to Wellness Manager
- Offer information about the availability of technology aids to assist with education, employment, telehealth, internet access and to gain computer skills
- Data entry to maintain client files
- Work in conjunction with other Tribes, health clinic, and other Community Health Representatives to provide programs and services to individuals in the tribal community
- Any other duties that are needed to fulfill the needs/requirements of grant awards
- Other duties as assigned

This position includes, but is not limited to the job functions listed above.

Human Resource Officer
Miami Tribe of Oklahoma
Mailing: P.O. Box 1326, Miami, OK 74355
Physical Address: 3410 P NW, Miami, OK 74354
Email: cgibson@miamination.com

For complete job description and application visit: www.miamination.com/employment

MINIMUM QUALIFICATIONS:

- High School graduate or equivalent
- A minimum of five years geriatric nursing experience or equivalent
- Possess or willing to obtain basic medical training and/or certifications such as CPR and the knowledge necessary for properly measuring and recording vital signs, applying and changing wraps and bandages and identifying at-risk elders
- Knowledge of general office practices and procedures
- Computer literate, specifically Microsoft Office
- Must possess high integrity regarding confidential and sensitive information
- Must have the ability to work in a fast-paced environment, multi-task and meet deadlines
- Excellent communication skills, both written and oral
- May be required to work beyond normal working hours
- Must successfully pass criminal background investigation
- Must be able to travel as required
- Must possess a valid driver's license and be insurable
- Must be drug free and successfully pass pre-employment and random drug screenings throughout employment

PHYSICAL REQUIREMENTS:

- Positioning and transferring elders and other individuals in and out of vehicle while transporting
- Lifting, positioning and transferring elders and other individuals
- Ability to set and stand for periods of time
- Must be physically be able to perform the duties of the position
- Adhere to work rules, policies & procedures and safety standards
- Adhere to all OSHA and other applicable safety guidelines and regulations

CONDITIONS OF EMPLOYMENT:

- Full-time grant funded position subject to grant continuation

DRUG FREE WORKPLACE POLICY: Individual selected shall agree and abide by the Drug Free Workplace Act of 1988 and consent to drug screening prior to employment.

Preference in filling this position will be given to qualified Indian applicants in accordance with the Indian Preference Act and the Miami Tribe of Oklahoma Indian Preference Policy

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