

COMMUNITY HEALTH REPRESENTATIVE
Wampanoag Tribe of Gay Head (Aquinnah)
(Revised 9/13)

JOB SUMMARY

The Community Health Representative will have the responsibility to understand the health needs of the tribal membership at the community level, and through outreach service, provide assistance and advice to aid in assuring that Tribal members obtain access to needed health care services. The Community Health Representative shall assume a primary role in coordinating the efforts of other health workers in the community.

PRINCIPAL DUTIES

- Provides outreach and case management/advocacy assistance to Tribal members in meeting health care needs.
- Advise and assist health program staff in daily outreach case finding activities to help meet program objectives.
- Facilitate health care orientation for newly enrolled tribal members.
- Provides tribal members with information regarding eligibility for health and social services.
- Assist health care staff in the screening of health related requests of tribal members.
- Serve as liaison with the Visiting Nurses Association.
- Arrange post-treatment follow-up services for eligible tribal members.
- Maintain up-to-date records and reports on services performed.
- Provide for inmate counseling for members and families during incarceration.
- Attend juvenile court as a client advocate.
- Develop and facilitate workshops determined by community need.
- Attends job related meetings, workshops and training.
- Plans for and provides alcohol and substance abuse related services, including prevention, case management, counseling, referrals, after care, patient advocacy and assistance with transport to treatment services.
- Serve as designated Administrative Drug Officer.
- Coordinates patient transportation for tribal members who have special transportation needs.
- Assumes temporary administrative and staff oversight as delegated by the director.
- Assists in developing budgets and oversees expenditures of special community health projects under the responsibility of the CHR.
- Assist Community Health Nurse in collecting information for community based healthcare.
- Coordinate injury prevention and safety programs for community families.
- Serve as a child protection advocate.
- Coordinate community immunization information for children.
- Continually document all contacts for the CHR RPMS system.

MINIMUM POSITION QUALIFICATIONS

- High School Diploma/ GED
- Three years' experience in client-focused health care.
- CPR/First Aid Certification
- Current Certified Nursing Assistant Certificate

PREFERRED POSITION QUALIFICATION

- Two years college, or Associate Degree, in Social Services or Human Services.
- Previous experience in low-income client advocacy.
- Certification Insurance (SHINE)
- Experience in health promotion and disease/injury prevention.
- Accreditation as a Certified Substance Abuse Counselor

TRAINING

Training may be available for “qualified” candidates who do not possess all of the minimum qualifications. The applicability of this approach will be determined during the candidate evaluation process.

SALARY RANGE: \$33,566 - \$53,740

EMPLOYEE UNDERSTANDING

The above job description was received, read, and understood by me. This 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 change.

Signature

Date