

## JOB ANNOUNCEMENT

**POSITION:** Community Health Representative

**PROGRAM:** Community Health Department

**SUPERVISOR:** Community Health Nurse/Nurse Practitioner

**SALARY RANGE:** \$15.49-\$18.84 (Grade 11-15, Step 01)

**BUDGET LINE ITEM:** 20-3000-9016-22-6000

**CLASSIFICATION:** Non-EXEMPT

**LOCATION:** Owyhee, Nevada (Transportation to regional medical clinics)

**OPENS:** January 6, 2025

**CLOSES:** Open Until Filled

**SPECIFICATIONS:** All applications must be fully completed. Any incomplete, undated or unsigned applications will not be processed (Do not refer to the resume in lieu of making required comments on the application) **Please attach all required documentation as specified in the Job Announcement. Failure to attach required documents will disqualify you from consideration for this position.** Employment Applications are available at the Human Resource Department. Any questions regarding this position is to be directed to the Human Resource Department at the above listed telephone number.

Preference for filling vacancies will be given to qualified Indian Applicants in accordance with the Indian Preference Act (Title 25 U.S. Code, Section 472 and 473). However, the Shoshone-Paiute Tribes is an equal opportunity employer and all qualified applicants will be considered in accordance with the provisions of Section 703 (l) of the Title VII of the Civil Rights Act of 1964, as amended.

**The Shoshone-Paiute Tribes application form for employment must be received by the Human Resources Office by 5:00 PM of the closing date of this job announcement.**

In accordance with Shoshone-Paiute Tribes' Resolution No. 00-SPR-31, all new employees are required to pass a pre-employment drug/alcohol test.

**THE SHOSHONE-PAIUTE TRIBES RESERVES THE RIGHT TO CONDUCT BACKGROUND CHECKS ON ALL NEW EMPLOYEES. In accordance with Shoshone-Paiute Tribes' Resolution No. 95-SPR-**

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### **SPECIAL CONSIDERATIONS:**

Because of the sensitive and trusted nature of this position, the Transporter/Certified Nursing Assistant/Community Health Representative is subject to initial, for cause, and suspicion less (random) drug/alcohol testing and a thorough background check. This individual works in patient situations requiring mental alertness and in the course of their

employment, regularly comes into contact with children and seniors. This person operates Tribal vehicles and/or equipment in the course of their employment.

### **SUMMARY OF FUNCTIONS:**

Incumbent is a member of the Shoshone-Paiute Tribes OCHF Community Health Staff, responsible for performing housekeeping services/personal care to the elderly, disabled and physically handicapped individuals in their home while under the direct supervision of the RN/FNP or LPN. The incumbent will also be required to transport patients to and from outside appointments which may include Saturdays and involves the dialysis transportation duties. The incumbent is competency tested prior to providing direct patient care.

### **MAJOR DUTIES & RESPONSIBILITIES:**

1. Provides supportive and/or personal care services in the homes of elderly, disabled, and physically handicapped individuals.
2. Performs light housekeeping duties that include sweeping floors, mopping floors, making beds, laundering clothes, etc., and at times, will provide transportation to the clinic for those without transportation.
3. Will teach clients specific health information important to their personal health needs under the direction of the Community Health Nurse Practitioner.
4. Maintain contact with approved family members to apprise them of client needs and progress regarding the client's plan of care.
5. Willingness to work with elderly disabled or handicapped individuals showing patience, understanding along with having a pleasant attitude.
6. Collects data related to health status by collecting, reporting and recording basic objective and subjective data. Included in this is but is not limited to intake and output; vital signs including height, weight, temperature, pulse, blood pressure, respirations, and pulse oximetry; performs finger stick blood sugars; collects specimens as directed.
7. Observes for changes in health status including signs and symptoms or deviations from normal health status with consideration of age specific care needs. Reports findings to a licensed nurse or the Community Health Nurse Practitioner.
8. Provides basic information regarding the patient, which assists the licensed nurse/nurse practitioner in setting goals for the patient's plan of care.

9. Provides physical care, comfort measures and emotional support to patients whose conditions are stable or predictable.
10. Full-Time incumbent may provide weekly transportation of homebound patients to assigned dialysis centers (either Elko, NV, Boise, ID, and /or Meridian, ID), according to predetermined schedule. May also include Saturdays.
11. Must maintain and observe vehicle safety rules while driving vehicles.
12. Will assist passengers during boarding and exiting from vehicles. Will also operate the wheelchair lift in loading and unloading of the wheelchair-bound individuals.
13. Will be expected to complete daily/weekly inspections of the vehicles. Includes keeping accurate vehicle logs that include mileage, fuel and passenger totals on a daily basis. Will maintain regular cleaning of the exterior and interior of the vehicles.
14. Seeks guidance from the licensed nurse or nurse practitioner as necessary.
15. Performs CPR and follows emergency protocols when necessary.
16. Will check vehicle fluid levels (i.e. antifreeze, oil, gas & tire pressures) to insure proper operation. Deficiencies will be reported to GSA supervisor.
17. Works effectively as a team member in the delivery of care and assist with orientation of new staff as directed.
18. Accepts assignments as given by the licensed nurse or nurse practitioner.
19. Complies with departmental standards regarding appearance, performing duties, punctuality and dependability.
20. Will work independently with little or no supervision in the homes of clients.
21. Performs other related duties as assigned by immediate supervisor.

## **EDUCATION & WORK EXPERIENCE REQUIRED:**

1. Knowledge of health records aspects of patient care/services, and the ability to accurately and completely document all related clinical data. Maintains HIPAA standards
2. Knowledge of human behavior during stressful situations in order to interact with patients and their families with emotional control, tact, patience, and reliability, with instituting patient care/services.

3. Ability to participate in developing, patient nursing care plans and standards for the delivery of nursing services.
4. Ability to provide guidance and leadership to other certified nursing assistant/community health representative personnel.
5. Possess a current CPR Certification or able to obtain one in three months of hire.
6. High School graduate or GED certificate required.
7. Successful completion of the IHS Community Health Representative online course within six months of hire is required. CNA certification is also required for this position, but a candidate willing to take a CNA course that qualifies the candidate to hold a state or nationally recognized CNA license is also acceptable.
8. Previous home health experience with acceptable reference preferred.
9. Ability to drive government vehicles and maintain current government/state driver's license.
10. No serious traffic violations (DUI/Reckless Driving, etc.). Must provide a current motor vehicle report, with no more than 1 "at fault" accident within the last 3 years.

## **GRADE INCREMENTS:**

**Grade 11 - Nursing Assistant Trainee.** A new and inexperienced employee. Nursing Practitioner must certify adequate completion of trainee status and eligibility to take the exam for Nursing Assistant Certification before a trainee can be advanced to the Nursing Assistant, Grade 14. Must become certified within 12 months of the hired date.

**Grade 13 - Nursing Assistant.** Has a minimum of six months experience and demonstrates full competency in the use of RPMS and performance of required daily Nursing Assistant operations. Able to work with a minimum of supervision and can perform all assigned tasks with few, if any, errors. Must meet eligibility requirements to take the state nursing assistant certification examination, if not already certified. Completion of all Grade 14 requirements including official proof of certification will allow Nursing Assistant to advance to the Certified Nursing Assistant, Grade 16.

**Grade 15 - Certified Nursing Assistant.** To receive this grade the tech must have taken and passed a state certified nursing assistant examination and show proof of being currently certified. Recertification is required by the Board of

Nursing every two years. Failure to recertify will result in reduction in grade to Grade 14.

## **OTHER FACTORS INFLUENCING PROSITION:**

**GUIDELINES:** Guidelines include provider's orders, nursing policies and procedure, clinic and agency policies.

**PHYSICAL DEMANDS:** Work requires walking, standing, bending and some lifting in order to assist patients with bathing, out of wheelchairs, and onto or off exam tables, stretchers, beds or cribs.

**WORK ENVIRONMENT:** Work is performed in the home environment, where there is exposure to potential contagious disease.

**PERSONALITY TRAITS:** Good judgment, flexibility, imagination, patience, realistic optimism, perseverance and ability to establish and maintain positive relationships with Native Americans and other professional staff.