ONEIDA TRIBE OF INDIANS OF WISCONSIN

Human Resources Department

JOB DESCRIPTION

APPLY IN PERSON AT:
Human Resources Department
909 Packerland Drive
Green Bay, WI 54303

OR MAIL TO:
Human Resources Department
P.O. Box 365
Oneida, WI 54155-0365

Phone: (920) 496-7900
Fax: (920) 496-7490
Job Line: 1-800-236-7050

APPLY ONLINE AT:
http://oneida-nsn.gov

POSITION TITLE:	Community Health Worker – Healthy Start
POSITION NUMBER:	02540
DEPARTMENT:	Community Health
LOCATION:	525 Airport Rd Oneida WI
DIVISION:	Comprehensive Health
RESPONSIBLE TO:	Community Health Nursing Supervisor
SALARY:	NE 7 11.03 (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)
	(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION:	Non-Exempt
POSTING DATE:	August 16, 2016
CLOSING DATE:	August 23, 2016
Transfer Deadline:	August 23, 2016
Proposed Start Date:	As Soon As Possible

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The Oneida Tribe of Indians of Wisconsin does not discriminate on the basis of race, color, national origin, sex, religion, age or disability status in employment or the provision of services. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

POSITION SUMMARY

Under the direct supervision of the Community Health Nursing Supervisor, will provide community health work related to direct patient care, education, prevention and the wellness by extending Prenatal Care and services to families in the Contract Health Service Delivery area. Continuation of this position is contingent upon funding allocations-now through March 2019.

DUTIES AND RESPONSIBILITIES:

1. Provide transport services per program guidelines.
2. Use approved assessments including, prenatal, postpartum, and infant and child curricula providing appropriate education based on month of pregnancy or age of infant or child.
3. Work in collaboration with tribal, public and private health and human service providers to provide effective perinatal care and referral networks.
4. Encourage pregnant women to pursue regular and ongoing prenatal care, postpartum doctor visits and breastfeeding.
5. Assist families in completing well child checks, timely immunizations, long-term breastfeeding and other health maternal child health practices.
6. Work with fathers and extended family members to encourage involvement in providing support and assistance to mothers and infants.
7. Promote and encourage a healthy family lifestyle through modeling and education.
8. Work to establish a local Community Action Network (CAN) by identifying and selecting members with the assistance of other tribal departments, health boards, and early childhood.
    a. Collaborate and organize quarterly meetings with members
9. Implement the Family Spirit curriculum to participants.
10. Connect families with resources.
11. Work with families to identify and achieve their goals.
12. Build ongoing respectful and goal oriented relationships with families.
13. Conduct required home visits for each family per grant guidelines.

Duties and responsibilities: (Cont.)

14. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
15. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
16. The above duties and responsibilities are not an all inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. Frequently stand, walk, sit reach, talk and hear.
2. Occasionally lift and or move up to fifty (50) pounds.
3. Work is generally performed in a medical office, home setting and or office setting with exposure to potentially dangerous materials and situations that require following extensive safety precautions and may include the use of protective equipment and exposure to blood borne pathogens. Exposure to inclement weather. Exposure to latex products on a routine basis.
4. Work environment is not smoke free.
5. Evening and/or weekend work and or extended hours and irregular shifts may be required.
6. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter as required.

STANDARD QUALIFICATIONS:

1. Knowledge of records management procedures.
2. Ability to build positive work relationships with internal co-workers and external providers and customers while maintaining a pleasant demeanor.
3. Ability to communicate efficiently and effectively both verbally and in writing.
4. Ability to work independently and meet strict time lines.
5. Ability to work with participants in their homes.
6. Ability to learn and teach curriculum material in the home or group setting.
7. Ability to work both independently and in a team environment.
8. Ability to learn and operate Public Health software; SPHERE.
9. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
10. Must be willing and able to obtain additional education and training.
11. Must pass a pre-employment drug screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
12. Must complete Health Insurance Portability and Accountability Act (HIPAA) training prior to employment. (Training will be administered by the Human Resource Department.)
13. Must be CPR Certified or the ability to obtain within three (3) months of employment. Must maintain CPR Certification during employment.
14. Oneida Certification on reporting Child Abuse and Neglect is required within ninety (90) days of employment.
15. Must pass a background security check prior to and during the course of employment with the Oneida Nation in order to meet the Employment Eligibility Requirements and/or the Tribal State Compact and/or the Tribal Gaming Ordinance as they pertain to the position and the location of the department.
16. A valid driver's license, reliable transportation, and insurance. Must obtain a Wisconsin driver's license within thirty (30) days of employment if applicant has an out-of-state driver's license. Must be authorized as eligible to operate a personal and Tribal vehicle under the Oneida Tribe's Vehicle Drivers Policy prior to actual start date. Must maintain driver's eligibility as a condition of employment.

PREFERRED QUALIFICATIONS:

Applicants please clearly state on the application/resume if you meet these qualifications.

1. Associate degree Early Childhood Development.
2. Knowledge of the Oneida Community, history and culture.

MINIMUM QUALIFICATIONS:

Applicants please clearly state how you meet these qualifications on the application/resume.

1. High School Diploma, HSED Diploma or GED Certification; applicants age 50 and older are exempt from this requirement.