

APPLY IN PERSON AT:

Human Resource Department
909 Packerland Drive
Green Bay, WI 54303

OR MAIL TO:

Human Resource Department
P.O. Box 365
Oneida, WI 54155-0365

APPLY ONLINE AT:

<http://oneida-nsn.gov>



A good mind. A good heart. A strong fire.

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

FIRST POSTING OPEN TO ONEIDA ENROLLED TRIBAL MEMBERS ONLY

POSITION TITLE: Community Health Representative
POSITION NUMBER: 00120
DEPARTMENT: Community Health Nursing
LOCATION: 525 Airport Road Oneida WI
DIVISION: Comprehensive Health
RESPONSIBLE TO: Community Health Manager
SALARY: NE03 \$11.58/Hr (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)
(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION: Non-Exempt
POSTING DATE: January 17, 2018
CLOSING DATE: January 24, 2018
Transfer Deadline: January 24, 2018
Proposed Start Date: As Soon As Possible

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The Oneida Nation 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

Provide a variety of quality services to include preventative, rehabilitative, transport, home health and liaison and advocacy services to tribal members of the Oneida community. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Provide outreach-liaison services for Oneida Community Health Center programs and services. Serve as liaison between clients/families and medical/nursing care providers.
 - a. May provide some transportations services to community members per program guidelines.
 - b. Provide to qualifying community members medically and home bound in home personal care, health monitoring and home chore tasks as designated by RN Case Manager.
 - c. Monitor patients with blood pressure.
 - d. Network with other community programs and departments for providing community services.
 - e. Report any child abuse or domestic violence situations.
 - f. Pick up and delivers medical equipment, medications, materials, or supplies to patients' homes.
2. Encourage area residents to utilize services provided by Oneida Community Health Center.
3. Participate in Community outreach screening programs under the direction of Community Health Manager.
 - a. Assist with immunization programs to include entering data on computer or in log book, assisting with clinics and verifying information for accuracy.
 - b. Support Community Health Nursing staff in department programming.
 - c. Contribute to a team effort and accomplish related results as required.
4. Participate in continuing education to maintain and improve knowledge and skills as related to CHR role.
 - a. Maintain technical knowledge by attending training classes and seminars on safety, first aid, and CPR.
5. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
6. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
 - a. Ensure strict confidentiality of records
7. 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.

JOB DESCRIPTION

Community Health Representative

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PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. Frequently to stand; walk; sit; and reach with hands and arms. Use hands, handle, or feel; and talk or hear.
2. Occasionally climb or balance; stoop, kneel, crouch, or crawl; lift and/or move up to fifty (50) pounds.
3. Work is performed in an office setting, patient homes, on the road, and within the community. Situations where extreme caution must be exercised sometimes occur when contacting individuals at home.
4. Work environment is not smoke free.
5. Evening, weekend, and/or holiday work 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 health related issues, medical terminology, and health education.
2. Ability to maintain calendars and schedule appointments. Interviewing skills.
3. Ability to react calmly and effectively in emergency situations.
4. Ability to maintain quality, safety, and/or infection control standards.
5. Ability to carry out instructions furnished in verbal or written format.
6. Ability to work independently and meet strict time lines.
7. Ability to work with patients in their homes.
8. Ability to communicate effectively in the English language, both verbally and in writing.
9. Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with vendors and co-workers at all levels.
10. Ability to work both independently and in a team environment.
11. Ability to provide strong customer service orientation.
12. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
13. Health Insurance Portability and Accountability Act (HIPAA) training is required prior to starting this position. **(Training will be administered by the Human Resource Department).**
14. Must be willing and able to obtain additional education and training.
15. Must be CPR and Red Cross First Aide Certified or the ability to obtain within three (3) months of employment. Must maintain CPR and Red Cross First Aide Certification during employment.
16. Must pass a pre-employment drug screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
17. Employees are required to have proof of immunity or dates of 2 doses of MMR and proof of immunity or dates of 2 doses of Varicella prior to starting in any position within the Oneida Comprehensive Health Division. Any refusal of vaccination(s) or failure to provide proof of immunity may disqualify the applicant.
18. 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.
19. A valid, non-probationary driver's license or occupational driver's license, reliable transportation, and insurance are required. Must obtain a Wisconsin non-probationary driver's license or occupational 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 vehicle under the Oneida Nation's Vehicle Driver Certification and Fleet Management 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. Experiences working with elderly patients.
2. Certified Nursing Assistant Certification.
3. Knowledge of traditional form of government and customs and traditions.
4. Knowledge of applicable federal, state, county, and local laws, regulations, and requirements.
5. Ability to observe, assesses, and record symptoms, reactions, and progress.

MINIMUM QUALIFICATIONS:

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

1. High School Diploma or GED; one (1) year experience in home health care or patient care.
2. Must be 21 years of age.

ITEMS TO BE SUBMITTED:

1. **Must provide a copy of diploma, license, degree or certification upon employment.**