THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH0388396 **DATE POSTED:** 01/27/14
POSITION NO: 947723 **CLOSING DATE:** 02/07/14
POSITION TITLE: Community Health Worker Supervisor
DEPARTMENT NAME / WORKSITE: CHR/Outreach Program / Crownpoint, NM
WORK DAYS: Monday - Friday **REGULAR FULL TIME:** ☑ **GRADE/STEP:** Y64A
WORK HOURS: 8:00 am - 5:00 pm **PART TIME:** ☐ **NO. OF HRS./WK.:** _____ **$** 39,228.80 **PER ANNUM**
SEASONAL: ☐ **$** 18.86 **PER HOUR**
TEMPORARY: ☐ _____

DUTIES AND RESPONSIBILITIES:

Supervises, assigns and directs the work of Community Health Workers; evaluates the work of assigned staff; participates in the development of standards and program policies and procedures; coordinates service units activities with other health providers including Public Health Nurse Program and community groups; evaluates impact of program services on health problems and community development; assists in development of program plans; ensures compliance with Scope of Work and program policies and procedures; provides guidance and assistance in resolving issues on difficult cases; reviews and compiles required monthly reports. Initiates and coordinates services with tribal, state, Indian Health Service and other health resources. Participates in case staffing with health services providers; performs case management; develops and monitors schedule for subordinates to provide services and education. Provides counseling on new prevention methods; conducts in-service training for staff and clients; ensures compliance with care plans and sets standards for Community Health Worker to conduct joint home visits with health providers, conducts field audits and client charting, case management audits. Ensures patient care component (PCC) information are enter into automated data system. Recommends selection, promotion, separation of employees, performs new personnel orientation, conducts performance appraisals, enforces policies and procedures. Attends monthly meetings training, conference, in-services workshop, may perform duties as a Community Health Worker or Senior Community Health Worker.

QUALIFICATION REQUIREMENTS:

Education, Experience and Training:

A Bachelor's degree in Nursing, Public Health, Community Health Nursing, Health Care or closely related health field; and one (1) year of work experience in providing case management or patient care; OR an Associate's degree in Health, Nursing or closely related field; and three (3) years of work experience providing case management or patient care, one (1) year of which must have been in a supervisory capacity.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Considerable knowledge of supervisory principles and techniques, management, supervision, administration, and planning, knowledge of preventive health approaches and the design of preventive medical and education interventions, communicable diseases and prevention, various methods of providing homemaker and/or home health aide services, principles and practices of providing health education services. Skills in diagnosing various health and disease affecting the Navajo Nation, interacting with clients/patients with poor health practices and helping them to improve their health, provide counseling and care to clients/patients. Skill in providing group presentations to students, the public.

Special Requirements:

Must possess a current Cardiopulmonary Resuscitation (CPR) Certificate and a valid state driver's license; **Position requires a background check and suitability assessment prior to date of hire.** Within 90 days of date of hire must obtain a Navajo Nation Vehicle Operator's Permit, a physical examination and a Food Handler's Permit. Within 1 year of date of hire incumbents who possess an Associate's degree must obtain a Certified Nursing Assistant Certificate and obtain and pass annual physical examination.

VETERANS PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.