# THE NAVAJO NATION
## Department of Personnel Management
## JOB VACANCY ANNOUNCEMENT

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| REQUISITION NO: | **DOH03812432** | DATE POSTED: | **08/29/16** |
| POSITION NO: | **946105** | CLOSING DATE: | **09/12/16** |
| POSITION TITLE: | **Senior Community Health Worker** | | |
| DEPARTMENT NAME / WORKSITE: | **DOH/CHR/Outreach Program, Huerfano, NM** | | |

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| WORK DAYS: | Monday - Friday | REGULAR FULL TIME: | ☑ | | GRADE/STEP: | AB62A |
| WORK HOURS: | 8:00 a.m. - 5:00 p.m. | PART TIME: | ☐ | NO. OF HRS./WK.: | $ 34,028.80 | PER ANNUM |
| | | SEASONAL: | ☐ | DURATION : | $ 16.36 | PER HOUR |
| | | TEMPORARY: | ☐ | | | |

**DUTIES AND RESPONSIBILITIES:**

Provides direct client care in accordance with established care plan; assists with personal hygiene (e.g., bathing, shampooing, foot care, nail care); provides health screenings by taking vital signs (e.g. Blood pressure, respiration, weight, height, accu-check, temperature, etc.), takes and monitor glucose readings; monitors and/or administers medication as prescribed under the supervision of a health care provider; teaches and counsels prenatal/postpartum client with breast feeding, formula feeding and child development; checks for client's scheduled appointments; arranges for transportation if necessary, assist with range of motion exercises; provides translation for client. Provides instructions to client and care giver(s) on good personal care and hygiene as prescribed by the public/community health nurse; maintains records of observation, activities and other pertinent information utilizing the patient care component (PCC) and Subjective, Objective, Assessment and Plan (SOAP) format, maintain daily log of activities; enters and maintains client information into automated data system; maintains strict client confidentiality; assist in the development of care plans, performs chart reviews, assist health provider with delinquent immunization referrals from public/community health nurse. Provides homemaker services including but not limited to cleaning, washing dishes, meal preparation, laundry as necessary; conducts health screening at health fairs, schools, community, etc.; provides health education on various health topics, including but not limited to communicable diseases, prevention, nutrition, etc.; maintains records of all case findings; coordinates services and assists community in the use of other available resources; assists in emergency situations as needed; provides reports to assigned chapters, attends meetings, and health related in-service training.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- High School diploma or GED; and four (4) years of work experience as a certified nursing assistant; or two (2) years of experience as a Community Health Worker with the Navajo Nation CHR/Outreach Program.

**SPECIAL REQUIREMENTS:**

- A favorable background investigation. ***(If selected for the position, tribal, federal, and state background checks must be completed prior to employment at the applicant's expense.)***
- Possess a current Certified Nursing Assistant Certificate and a valid state driver's license.

***(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:**

Knowledge of various methods of providing homemaker services and personal care to client/patient, the principles and practices of providing health education services, communicable disease and prevention, available health and public resources in the community. Skills in detecting and effects of various health and disease issues, interacting with client/patient, provide counseling and care to client/patient. Skills in providing group presentations to students, the general public, and client/patient, usage of personal computers to research, update and maintain records. Ability to communicate in both English and Navajo languages.

***<<A favorable background investigation is required>>***

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