

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	<u>DOH15212500</u>	DATE POSTED:	<u>09/12/16</u>		
POSITION NO:	<u>944885</u>	CLOSING DATE:	<u>OUF</u>		
POSITION TITLE:	<u>SENIOR COMMUNITY HEALTH WORKER</u>				
DEPARTMENT NAME / WORKSITE:	<u>DOH/KAYENTA PUBLIC HEALTH NURSING PROGRAM/INSCRIPTION HOUSE, AZ</u>				
WORK DAYS:	<u>Monday-Friday</u>	REGULAR FULL TIME:	<input checked="" type="checkbox"/>	GRADE/STEP:	<u>AB62A</u>
WORK HOURS:	<u>8:00 AM-5:00 PM</u>	PART TIME:	<input type="checkbox"/>	NO. OF HRS./WK.:	<u>\$ 34,028.80</u> PER ANNUM
		SEASONAL:	<input type="checkbox"/>	DURATION :	<u>\$ 16.36</u> PER HOUR
		TEMPORARY:	<input type="checkbox"/>		

DUTIES AND RESPONSIBILITIES:

In accordance to established care plan, provide health screening by taking vitals (e.g. blood pressure, respiration, weight, height, random glucose reading, temperature, etc.); checks and/or clean wounds, dresses wounds, monitors and/or administers medication as prescribed under supervision of a health care provider; reviews with client and/or family member the direction of taking prescribed and/or over the counter medications, educates prenatal/postpartum clients with breastfeeding, formula feeding and child development; checks for client's scheduled appointments; arranges for transport if necessary; assists with range of motion exercises; provides translation for patient/client as needed; maintains records of observation, progress, activities and other pertinent information utilizing the patient care component (PCC) and Subjective, Objective, Assessment, and Plan (SOAP) format; reports any significant problems or changes in client's condition and needs to the appropriate nurse/health provider; maintains daily log of activities; enters and maintains client information into Electronic Health Record; maintains strict client confidentiality; assists in the development of care plan; performs chart reviews; assist health care provider with delinquent immunization referrals from public/community health nurse; maintains records of all case findings; provide direct patient/client care; assist with personal hygiene (e.g. bathing, shampooing, foot care, nail care); provide homemaker services including but not limited to cleaning , wash dishes, meal preparation and laundry if necessary. Provides health education on various health topics, including but not limited to communicable diseases, prevention, nutrition, etc.; coordinates services and assists community in the use of other available resources; assists in emergency situations as needed; attend meetings and health related trainings; involves moderate effort in traveling long distance throughout the Navajo Nation to provide health services; and other assigned duties by Supervisor.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A 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 (CNA) 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 in the principles and practices of providing health education, communicable diseases and prevention and available health and public resources in the community. Skilled in interacting with coworkers and clients; providing education and quality care to patients; detecting and effects of various health and disease issues. Ability to provide group presentations to students, the general public and clients; use of computer to research, update and maintain records; and initiate emergency care techniques in emergency situation without supervision.

<<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.