

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH03822186
POSITION NO: 943508
POSITION TITLE: _____

DATE POSTED: 11/16/21
CLOSING DATE: 12/8/2021 by 5 pm

Community Health Worker

DEPARTMENT NAME / WORKSITE: CHR/Outreach Program, Teecnospos, Arizona
WORK DAYS: Monday-Friday REGULAR FULL TIME: GRADE/STEP: BQ62A
WORK HOURS: 8:00 am-5:00 pm PART TIME: NO. OF HRS./WK.: 40 \$ 38,836.80 PER ANNUM
SENSITIVE SEASONAL: DURATION : _____ \$ 18.60 PER HOUR
NON-SENSITIVE TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

The Community Health Worker will provide personal care such as bathing, shampooing, foot care, oral hygiene, skin care, nail care, back rubs, dressing wounds, range of motion exercises, assistance with ambulation/walking device, and feeding; rotates clients in bed; provides health screening by taking vital signs, temperature, pulse, respiration, blood pressure; takes and monitors glucose readings; assists client into and/or out of bed, wheelchair, etc.; teaches and/or counsels prenatal / postpartum client with breast feeding, formula feeding and child development; makes referral to inpatient, outpatient, or other health facility, plans client care with health care providers and provides translation for client as needed. Compiles client and administrative reports, submits daily contact sheet on health problems and services rendered. Maintains records of observation, progress, activities and other pertinent client information utilizing the patient care component (PCC) and Subjective, Objective, Assessment and Plan (SOAP) format. Enters all health data into the RPMS data system. Provides homemaker services such as light housekeeping, washing dishes, preparing meals and laundry when necessary, monitors client medication, arranges transportation for clients needing transportation to a health facility. Makes appointment for client. Attends meetings, in-service training and other health related training, assists in emergency situation as needed. Conducts health screening to promote health awareness and provides reports to the chapter.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

• A high school diploma/GED; and two (2) year of work experience as a certified nursing assistant or medical assistant; or one (year) of experience as a Community Health Worker with the Navajo Nation CHR/Outreach Program, home care provider, home health aide, medical assistant, nurse aide, or EMT basic; or an equivalent combination of education and experience.

Special Requirements:

- A favorable background investigation.
- Must possess a current Certified Nursing Assistant Certificate and a Valid State Driver's License.
- Within 90 Days of date of hire, must obtain a Navajo Nation Vehicle Operator's Permit, a physical examination, a Cardiopulmonary Resuscitation (CPR) Certificate and a Food Handler's Permit. Must obtain and pass an annual physical examination.

<<A favorable background investigation>>

(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 diseases and prevention, available health and public resources in the community. Skills in detecting and affects 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. Ability to communicate effectively in both English and Navajo languages.

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