

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH0387265

Date Posted: 12/03/12

POSITION NO: 948882

Closing Date: 12/14/12

CLASS CODE: 3794

POSITION TITLE: Senior Community Health Worker

DEPARTMENT NAME: Community Health Representative/Outreach Program, NDOH

DEPARTMENT NO: #38 WORKSITE LOCATION: Kinlichee, AZ

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R62A

Days: Monday-Friday

Permanent:

SALARY:

Hours: 8:00 am - 5:00 pm

Temporary:

Duration: _____ \$ 32,073.60 Per Annum

Part-Time:

No. of Hrs/Wk: _____ \$ 15.42 Per Hour

DUTIES AND RESPONSIBILITIES:

Provides direct client/patient 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.) checks and/or clean wounds, dress wounds, reviews with client/patient and/or family members the direction of taking prescribed and/or over-the-counter medications; checks for client/patients scheduled appointments; arranges for transportation if necessary; assists with range of motion exercises; provides transition for clients/patient, as needed. Maintains records of observation, progress, activities and other pertinent information utilizing the patient care component and Subjective, Objective, Assessment and Plan (SOAP) format. Maintains daily log of activities, interprets for clients, maintain confidentially, development care plan, performs chart reviews, conduct health screening at health fair. Also, enter all PCCs into the RPMS data system for funding source and data collection. Attends chapter meetings, in-service training. Assist with emergency situations as needed.

QUALIFICATION REQUIREMENTS:

Education, Experience and Training:

An Associate's Degree in Nursing or closely related health field; and two (2) years of work experience in providing patient care; **OR** high school diploma or GED; and four (4) years of work experience as a certified nursing assistant; or two (2) years experience as a Community Health Worker with the Navajo Nation CHR/Outreach Program.

(To receive full credit for education/training, applicant must submit copies of college transcripts, degree, certificates, diploma, licensure, etc.)

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 clients/patient. Computer skills. Ability to communicate in both English and Navajo languages.

License/Certification Requirements:

Must possess a current Certified Nursing Assistant Certificate and a valid state driver's license; pass a criminal background check prior to date of hire. Must obtain within 90 days of employment: a valid Navajo Nation Vehicle Operator's Permit, a physical examination, a Cardiopulmonary Resuscitation (CPR) Certificate, a Food Handler's Permit, 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.

Revised: 1-15-99