

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH0387317

Date Posted: 12/17/12

POSITION NO: 943503

Closing Date: 01/14/13

CLASS CODE: 3795

POSITION TITLE: Community Health Worker

DEPARTMENT NAME: Community Health Representative/Outreach Program, NDOH

DEPARTMENT NO: #38 WORKSITE LOCATION: Whitehorse Lake, NM

WORKS DAYS/HOURS: _____ POSITION TYPE: _____ GRADE: R59A

Days: Monday-Friday Permanent: SALARY: _____

Hours: 8:00 - 5:00 Temporary: Duration: _____ \$ 24,752.00 Per Annum

Part-Time: No. of Hrs/Wk: _____ \$ 11.90 Per Hour

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. Conduct health screening to promote health awareness and provides reports to the chapter.

QUALIFICATION REQUIREMENTS:

Education and Training:

A high school diploma or GED; and

Experience:

one (1) year of work experience providing home health care services in a nursing home setting or as a certified Nursing Assistant.

(To receive full credit for education/training, applicant must submit copies of college transcripts, degree, diploma, certificates, licenses, permits, 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 client/patient. Ability to communicate effectively in both English and Navajo languages.

License/Certification Requirements:

Must have a current Certified Nursing Assistant Certificate and a valid state driver's license; pass a criminal background check prior to date of hire. 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 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