

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

REQUISITION NO: DOH0385042

Date Posted: 12/27/11

POSITION NO: 943493

Closing Date: 01/10/12

CLASS CODE: 3795

POSITION TITLE: Community Health Worker

DEPARTMENT NAME: Community Health Representative/Outreach Program, NDOH

DEPARTMENT NO: #38 WORKSITE LOCATION: Bittersprings, AZ

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R58A

Days: Monday-Friday

Permanent:

SALARY:

Hours: 8:00 - 5:00

Temporary:

Duration: \_\_\_\_\_ \$ 22,734.40 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 10.93 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 cleans wounds, dress wounds, reviews with client/patient and/or family members the direction of taking prescribed and/or over-the-counter medications; checks for clients/patients scheduled appointments; arranges for transportation if necessary; assists with range of motion exercises; provides transition for client/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 confidentiality, development care plan, performs charts reviews, conduct health screening at health fair. Attends chapter meetings, in-service training. Assist with emergency situations as needed.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

A high school diploma or GED; and

**Experience:**

one (1) year experience providing non professional nursing care and home health care to elderly, homebound, or other patients needing assisted living services in their home; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

*(To receive full credit for education/training, applicant must submit copies of college transcript, certificates, diploma, 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. Must obtain within 90 days of employment: a valid Navajo Nation Vehicle Operator's Permit, a Cardiopulmonary Resuscitation (CPR) Certificate, First Responder Certificate, and a Food Handler's Permit.

**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*