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

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| REQUISITION NO: | **DOH03810265** | DATE POSTED: | **06/15/15** |
| POSITION NO: | **943884** | CLOSING DATE: | **06/26/15** |
| POSITION TITLE: | **Community Health Worker (S)** | | |
| DEPARTMENT NAME / WORKSITE: | **DOH/CHR/Outreach Program/Pueblo Pintado, NM** | | |

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| WORK DAYS: | **Monday - Friday** | REGULAR FULL TIME: | ☑ | | | GRADE/STEP: | **AB59A** |
| WORK HOURS: | **8:00 a.m. - 5:00 p.m.** | PART TIME: | ☐ | NO. OF HRS./WK.: | | $ **26,270.40** | PER ANNUM |
| | | SEASONAL: | ☐ | DURATION : | | $ **12.63** | PER HOUR |
| | | 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 or GED; and one (1) year of work experience providing home health care services in a nursing home setting.

**Preferred Qualifications:**

- One (1) year of work experience providing patient care.
- College coursework in public health or closely related field.

**SPECIAL REQUIREMENTS:**

- A favorable background investigation.
- A current Certified Nursing Assistant 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 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 commuicate effectively in both English and Navajo languages.

***<<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.***