

COMMUNITY HEALTH WORKER

DEFINITION: Under general supervision, performs work of moderate difficulty in providing health care and educational services to individuals and families within the community to prevent illness and aid the afflicted; assists clients in identifying health needs and referring them to appropriate health resources; provides culturally appropriate health educations; may assist field health clinics and projects; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Provides direct client 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.); takes and monitor glucose readings; assists bedridden clients by turning on repositioning them on the bed; transfers from bed to wheelchair and vice versa; assists with wound care, reviews with client and/or family members the direction of taking prescribed and/or over-the-counter medications; teaches and/or counsels prenatal/postpartum client with breast feeding, formula feeding and child development; checks for client's scheduled hospital appointments; arranges for transportation if necessary; assists with range of motion exercises; provides translation for client, as needed; provides medication delivery and requests medication refills for clients.

Provides instructions to client and care giver(s) on good personal care and hygiene as prescribed by the public/community health nurse; maintains records of observation, progress, activities and other pertinent information utilizing the patient care component (PCC) and Subjective, Objective, Assessment and Plan (SOAP) charting; reports any significant problems or changes in client's condition and needs to the appropriate nurse/health provider; maintains daily log of activities; enters and maintains client information into automated data system; maintains strict client confidentiality; assists in the development of care plan; performs chart reviews; assists health provider with delinquent immunization referrals from public/community health nurse; attends case management with health care providers as needed.

Provides homemaker services including but not limited to cleaning, washing dishes, meal preparation, laundry as necessary; conducts health screening at health fairs, schools, community, etc.; provides health education on various health topics, including but not limited to communicable diseases, prevention, nutrition, etc.; maintains records of all case findings; coordinates services and assists community in the use of other available resources; assists in emergency crisis and/or disaster; provides reports during chapter meetings to assigned chapters; attends meetings and health related in-service training.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of various methods of providing homemaker services and personal care to clients.

Knowledge of the principles and practices of providing health education services.

Knowledge of communicable diseases and prevention.

Knowledge of available health and public resources in the community.

Skill in detecting and effects of various health and disease issues.

Skill in interacting with clients.

Skill in providing counseling and care to clients.

Skill in providing group presentations to students, the general public and clients.

Skill in the use of personal computers to research, update and maintain records

COMMUNITY HEALTH WORKER

Ability to communicate effectively in both orally and in writing.
Ability to write clear and concise reports.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves moderate effort in traveling long distance throughout the Navajo Nation to provide health care services.

MINIMUM QUALIFICATIONS:

- A high school diploma/GED; and two (2) years of work experience as a certified nursing assistant or medical assistant; or one (1) 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.
- Possess a current Certified Nursing Assistant or Medical Assistant Certificate.
- Possess a valid state driver's license.

PREFERRED QUALIFICATIONS:

- An Associate's degree in Nursing or closely related health field.
- Two (2) years of work experience in providing patient care.

Supplemental Requirements:

Incumbent must obtain a Navajo Nation Vehicle Operator's Permit, a physical examination, a Cardiopulmonary Resuscitation (CPR) Certificate, a First Aide Certificate and a Food Handler's Permit within 90 days of date of hire; and must obtain and pass annual physical examination.

Depending upon the needs of the Nation, incumbents of the class are required to demonstrate fluency in both the Navajo and English languages as a condition of employment.