



Human Resources Department Pueblo of Santo Domingo

JOB ANNOUNCEMENT

POSITION TITLE: CHR Generalist

SALARY RANGE: DOE

DEPARTMENT: Community Health Representative

POSITION STATUS: Full Time, Non-Exempt

SUPERVISOR: CHR Manager

JOB POSTING ID: CHR-22242

Accepting applications: 2/24/22 – Until filled

Santo Domingo Tribe exercises Indian Preference in employment opportunities but otherwise supports non-discrimination on the basis of age, sex, religion, disability, color, race, or national origin, except where required by bona fide business necessity

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

COVID 19 Vaccination Required

BASIC PURPOSE:

The Community Health Representative (CHR) is responsible for coordination with the CHR's and the Pueblo of Santo Domingo Tribal Programs, Indian Health Services, Public Health Nurses and the Santo Domingo Health Clinic to increase community knowledge of Disease prevention, Health education, Nutrition education, Diabetes education, to assist the chronic and acute disease related follow-ups, provide Emergency Response to medical and environmental emergencies when needed at the appropriate level of training and paraprofessional standards

TYPICAL FUNCTIONS:

This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.

- Liaison between patients, families, the community, and health care providers to ensure patients and families understand their conditions and treatment and are receiving appropriate care.
- Assists Public Health Nurses and other agencies with interpretation of medical and health education information, delivery of medication when critical to patient care, and emergency medical services when needed at the appropriate level of training.
- Transport patients to and from medical appointments. (i.e., 10 Home Visits a day, 3-4 transports a day, etc.).
- Assist Community Health Program staff with case management activities including home visits under the supervision of professional staff.
- Provides transportation to non-emergency medical appointments for patients with no means of other transportation resources are available as per our CHR Policy and Procedures.
- Assists Community Health Program Staff with maintaining health programs that are culturally appropriate and do not conflict with community values, norms, or traditions.
- Assists with First Response and EMS during work hours and when needed to community at the appropriate level of training and paraprofessional standards.

- Prepare bi-annual narrative reports, keep a daily log of all activities and perform other duties as assigned by the Program Supervisor.
- Provide information/education to the community on general health, preventive health, diabetes, and services available from IHS.
- Review program plans on a monthly and annual basis to assure that program goals and objectives are achieved as noted.
- Attends training and educational classes to increase knowledge of medical terminology, first response and emergency care, medical records, health education including: nutrition, diabetes, fitness and chronic and acute disease management.
- Fill out reports and forms and perform clerical duties as required by the program.
- Other duties as assigned.

REQUIRED COMPETENCIES:

- **Integrity / Honesty**
All Santo Domingo Pueblo employees must operate in an ethical manner by following all Santo Domingo Pueblo policies and procedures relating to HIPAA, handling, and tracking confidential client information, and proper behavior between staff and patients. Incumbent must conduct oneself above the appearance of doing something wrong.
- **Teamwork**
All Santo Domingo Pueblo employees must be competent in working effectively with division members and members of other divisions to resolve common issues or problems as well as listening and seeking others' perspective on how to complete assignments. Keeps others informed and up to date about tasks, progress, or projects.
- **Goal and Task Management**
Incumbents in this job need to be able to plan, prioritize, set goals, establish standards, coordinate tasks, show concern for deadlines, and track progress with respect to personal performance.
- **Collect and Organize Information**
Incumbents in this job need to be able to identify, systematically collect, and organize information for use by self or others in an organization.
- **Interpersonal Skills (Working with Others)**
Incumbent in this position must be able to communicate one's feelings, preferences, needs, and opinions in a way that is neither threatening nor punishing to another person, while at the same time recognizing effort of others and praising that effort.

MINIMUM QUALIFICATIONS:

- High School Diploma or GED equivalent plus a minimum of one year of CHR experience with the following competencies and certifications.
- *Knowledgeable of a holistic approach to individual and Community Health legislation, theories, practices and procedures as well as traditional medicine and medical terminology.*
- *IHS Basic 100 hour course Certification or obtain within the first 6 months of employment.*
- *CPR & First Aide Certified or obtain within the first 6 months of employment.*
- *Indian Health Service Confidentiality training (HIPPA and Private Act Policy), or obtain within the first 6 months of employment.*
- *Must certify as a Car Seat Technician or obtain within the first 6 months of employment.*
- *New Mexico State First Responder Certification or obtain within the first 6 months of employment.*
- Fluent in Keres language preferred and knowledgeable of Pueblo of Santo Domingo cultural values, norms and traditions.
- Must be able to stand, bend, and walk within the community, schools, clinics, and homes. Ability to drive in all types of road conditions. Lifting to assist patients in and out of vehicles, carrying up to 50 lbs. when necessary to set up equipment for special events, clinics, and teaching programs.
- Must have ability to translate written or verbal medical/health education information in English into Keres and vice verse.
- Extended working hours, including weekends, may be required.

- Must be able to satisfactorily pass a background check.
- Valid New Mexico driver's license with ability to meet Santo Domingo Pueblo liability insurance requirements and maintain eligibility for insurance.

HOW TO APPLY

Please submit complete application packet.

- By email: SDTHumanResources@kewa-nsn.us, subject line: **CHR Generalist – [Your Name]**
- By mail: Santo Domingo Pueblo Human Resources, PO Box 127, Santo Domingo NM 87052
- By fax: (505) 715-4416 Attn: Human Resources
- Online: <https://santodomingopueblo.isolvedhire.com>
- In person: Human Resources Department, 10 Tesuque St, Santo Domingo NM 87052

Incomplete application packets may delay or exclude consideration of your application. A complete application packet includes the following:

- Santo Domingo Pueblo Employment Application
- Cover Letter
- Resume