

## Job Announcement

**Position Title:** Community Health Representative  
**Location:** Lower Sioux Indian Community, Morton, MN  
**Reports to:** Lower Sioux Community Health Director  
**Hours:** 40 hours per week; primarily days with some early am and evening hours  
**Salary:** Commensurate upon experience  
**Opening Date:** December 20, 2022  
**Closing Date:** December 27, 2022

- **Any employment offer is contingent on results of a drug and alcohol test as a condition of obtaining employment**
- **American Indian/Alaska Native preference applies for equally qualified candidates**
- **Must be able to pass a health care provider background check allowing candidate to work in a Medicare certified health care facility**

### SUMMARY:

The Community Health Representative (CHR) assists in the implementation of health and educational efforts in a caring, professional manner to eligible tribal members. Routine duties include coordinating community vehicles among staff, transporting patients to appointments, providing health promotion and disease prevention to patients and families. Works as part of the health care team including community health, social services, Woniya Kini Behavioral Health Program and Lower Sioux Health Care Center. The CHR will also be responsible for managing the Cansayapi Food Pantry.

### QUALIFICATIONS:

- High school diploma or successful completion of a GED.
- Experience in a health care preferred.
- Experience with nursing care preferred.
- Ability to manage time effectively.
- Ability to communicate effectively in writing and orally.
- Knowledge and experience working with Native American communities, culture and tribal programs preferred.
- Ability to maintain confidentiality.
- Ability to use computer programs including Microsoft Word and Outlook email.
- Ability to learn anatomy and electronic health record programs for physician's orders and patient scheduling.
- Must have current driver's license, reliable personal transportation, proof of current insurance coverage, and insurability under the tribe's auto insurance policy.
- Must pass a requisite background check and pre-employment drug screening.

### DUTIES AND RESPONSIBILITIES:

- Manages patient transport schedule; enforces transportation policy.
- Manages the Cansayapi Food Pantry
- Maintains schedule of company vehicles and keys.
- Coordinates work with Community Health Nurse and Community Health Assistant.
- Assists community health staff in Resource Hub, as needed
- Assists clinic staff with occasional patient care, transferring and referrals.
- Reports health care needs of clients to community health nurse.
- Interfaces with other departments in appropriate manner to facilitate client care.
- Returns patient calls in a timely manner.
- Assists in providing patient and family education.
- Delivers medications.
- Collects and handles specimens appropriately.
- Advocates for clients as needed.

- Communicates with care givers as needed.
- Maintains patient confidentiality, privacy and dignity at all times.
- Maintains cleanliness of vehicle and work environment.
- Complies with OSHA standards for safety and infection prevention.
- Supports the mission, vision and values of Lower Sioux Health Care Center and the Lower Sioux Indian Community.
- Maintains a customer and patient focus.
- Represents Lower Sioux Health Care Center and the Lower Sioux Indian Community in a positive and professional manner at all times.
- Supports the facility standards of care.
- Participates in governance, practice and quality initiatives.
- Supports initiatives of the Lower Sioux Health Care Center leadership and the Lower Sioux Indian Community Tribal Council.
- Communicates openly and honestly with providers, leadership and coworkers to support high quality patient care.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications.
- Contributes to team effort by accomplishing related results as needed.
- Follows dress code.
- Acts in a respectful manner and maintain a professional demeanor and presentation at all times.
- Assists in planning and hosting community events such as health fair, community dinners and other activities.
- Other duties as assigned by Supervisor.

**Questions may be directed to:  
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Director of Community Health  
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**Apply Online at [www.lowersiouxhhs.org/employment/](http://www.lowersiouxhhs.org/employment/)**