

**WICHITA AND AFFILIATED TRIBES
POSITION DESCRIPTION**

TITLE: CHR GENERALIST

SUPERVISOR: CHR/EMS PROGRAM DIRECTOR

GENERAL DESCRIPTION: Under the supervision of the CHR/EMS Director. CHR Generalist performs all duties and responsibilities associated with the position of Community Health Representative (CHR). Responsible for keeping daily records and submitting to the Director concerning visits made and what actions were taken, people transported and where, follow-up visits, reason, workshop/meetings attended and other services performed during the work day.

DUTIES AND RESPONSIBILITIES:

1. Report to the office each morning to check daily schedule. (Check in time no later than 8:00 a.m.)
2. Keep daily records and submit, as directed, to the Director, concerning visits made and what actions were taken, people transported and where, follow-up visits, reason, workshop/meetings attended and other services performed during the work day.
3. Make home-visits to the Indian people within the designated service area and make referrals for individuals with problems, health or social services related, to appropriate facilities.
4. Keep the Tribe informed of housing needs of the people.
5. Assist the Director in the preparation of informative type health meetings/screenings/workshops for the community/CHRs and distribute literature, i.e., various types of health pamphlets, information, etc.
6. When, or if necessary, act as an advocate for client between doctors and nurses and other types of resource agencies.
7. Attend the CHR/EMS meetings/workshops, conferences (when time and funds permit).
8. Transport people to Public Health Service as well as other health facilities, when necessary, and only when no other means of transportation is available.
9. Assist in the preparation of various types of health related programs to take care of tribal needs, i.e., rabies clinics, health screenings, etc.

10. Provide patient care and referrals, notify parents/relatives of child's immunizations, keep informed on hospitalized patients, check on outpatients, and set up appointments for people when necessary.
11. Keep the people informed of any changes or updates made to the Indian Health Services' Policies and Procedures.
12. Use the PCC RPMS System for reporting purposes.
13. Perform other duties related to position as necessary or as assigned.

Qualifications:

1. Must have high school diploma or GED.
2. Must have communication skills, both oral and written, to interact with people, hospital/clinic personnel as well as officials and other individuals regarding client matters.
3. Must have computer skills and able to operate software for letter processing and spreadsheets.
4. Must have home telephone.
5. Must be willing to participate in the following training sessions:
 - (a) Basic CHR 100
 - (b) Cholesterol certification
 - (c) Blood pressure
 - (d) AIDS/HIV
 - (e) Diabetes
 - (f) and other various training workshops
6. Must be compassionate and patient.
7. Must possess a valid Oklahoma Driver's License.
8. This position requires a successful background check and drug screening.
9. Must sign a Confidentiality Agreement and abide by confidentiality as required regarding client matters.