POSITION TITLE: CHR Generalist
CLASSIFICATION: No-Exempt, Regular Full-Time
DEPARTMENT: Health
SUPERVISOR: Health Director
SALARY RANGE: $14.50 - $16.00 Hourly
OPENING DATE: October 11, 2023

Position Summary:
Under the general supervision of the health Director, the incumbent will promote, healthy lifestyles, health care services, and develops and implements health education and prevention classes to general population. This position will primarily focus on the general population for non-emergency medical transports, over-site of the Cochiti Health Clinic maintenance needs, and secondary focus on home visits, community safety, environmental concerns, and other health-related concerns. Maintains confidentiality of all privileged information at all times.

Minimum Qualifications:
• High School Diploma or GED.
• Two years of experience working in the health field.
• Must have a valid Driver’s License and be insurable through the pueblo’s insurance.
• Pass a criminal background check with no prior convictions of any felonies and pass a pre-employment drug screening.

Preferred Qualifications:
• Ability to speak the Keres Language.

Certifications and Licensing's:
• First Aid and CPR.
• Community Health Representative - State Certified.
• Health Insurance Portability and Accountability Act (HIPPA) certified.

Essential Duties & Responsibilities:
• Transport community members to and from non-emergency medical appointments, transports may be scheduled before and after working hours and may require weekend transports.
• Assist with over-site of Cochiti Health Clinic maintenance needs, fill-out work orders, follow-up with work orders, order supplies for maintenance needs.
• Assist with walk throughs when Indian Health Service (IHS) completes inspections at the Cochiti Health Clinic. Work with IHS staff members.
• Conducts home visits to community members, makes a referral to other agencies for medical, psychological, and spiritual, or other needs.
• Monitors client living environment for sudden or drastic changes that might indicate a need for follow-up, monitoring, or immediate intervention.
• Reports on patient problems or condition to appropriate medical personnel.
• Plan, organize and implement healthy lifestyle and health education sessions for the community.
• Maintain case files on clientele.
• Maintain a daily log and submit a monthly report to the health Director.
• Assist in the planning and presentation of community events held by the Health Department.
• Assist in the collection of community health-related data.
• Maintain professional knowledge by conducting research, attending seminars, training, or educational workshops, reviewing professional publications, establishing networks with other agencies and organizations.
• Contributes to a team effort and accomplishes overall goals and objectives of the Health Department.
• Maintains strict confidentiality of patient information.
• Performs other duties as assigned.

Knowledge, Abilities, Skills, and Certifications:
• Knowledge of traditional form of government and Pueblo customs and traditions.
• Knowledge of the functions and structure of Cochiti Pueblo.
• Knowledge of department organizations, functions, and policies and procedures.
• Knowledge of applicable federal, state, county, and local laws, regulations, and requirements.
• Knowledge of the effects of physical, mental, and emotional development of individuals.
• Knowledge of basic arithmetic.
• Knowledge of records management.
• Ability to maintain a high level of confidentiality.
• Ability to represent Pueblo de Cochiti in a professional manner.
• Ability to make effective decisions in emergency situations.
• Ability to operate medical equipment to include blood pressure machine, Accu-check and glucose machines, sphygmomanometer, and other related equipment.
• Ability to work independently with minimal supervision and exercise independent judgment.
• Ability to handle multiple tasks and solve problems.
• Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds as well as co-workers.
• Ability to demonstrate moral character, honesty, tact, and fairness.
• Ability to work with various schedules and extended work hours.
• Ability to communicate effectively both verbally and in writing.
• Ability to plan, create, and deliver informational and educational presentations.
• Skill in operating various word processing, spreadsheets, and database software programs in Windows environment.
• Certified in First Aid and CPR.
• Certified as a State Community Health Representative
Physical Demands:
The physical demands described here are representative of those that must be met by the employee to successfully perform the essential duties and responsibilities of this job. While performing the duties of this job, the employee is required to stand, walk, sit, reach with hands, stoop, kneel, crawl, and have manual dexterity. The employee must be able to lift and/or move up to 25 pounds.

Work Environment:
Work is generally performed in an indoor setting with a moderate noise level where the employee may be exposed to unpleasant odors, hazardous material, and infectious disease. Encounter situations where Personal Protective Equipment (PPE) may be required such as safety-toe shoes, safety goggles, gloves, and protective face shields and may be faced with life and death situations. This position is on call 24 hours and may have to work evenings and/or weekends.

CLOSING DATE: October 27, 2023

TO APPLY:
Submit a completed tribal application, cover letter, and resume to Pueblo de Cochiti at: marsha.chavez@cochiti.org or PO Box 255, Cochiti Pueblo, NM 87072. For consideration, application must be submitted before the closing date at 5 p.m. Please contact our office at (505) 629-4284 for more information.

*It is the policy of Pueblo de Cochiti to give preference to Cochiti enrolled tribal members*