



# MESCALERO APACHE TRIBE

## Job Announcement

<b>Position Title:</b>	<b>CHR Technician</b>	
<b>Department:</b>	<b>CHR</b>	
<b>Employment Status:</b>	<b>Non-Exempt</b>	<b>Grade: NE7</b>
<b>Opening date:</b>	<b>January 23, 2024</b>	<b>Closing date: Open until filled</b>

### Job Summary

Provides curative, preventative, and rehabilitative services to the community members. Transports patients to clinics, hospitals and provides emergency First Aid and CPR. Makes appointments and makes home visits to improve health care needs.

*This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.*

### Duties and Responsibilities

- Provides transportation within the local community to/from an IHS or tribal hospital or clinic for routine, non-emergency problems, to clients without other means of transportation.
- Staff member must be able to assist handicapped people in wheelchairs, walkers, and other appliances while transporting. Proper utilization of infant/toddler car seat, and proper use of seat belts.
- Acts as advocate on behalf of client and link to available resources.  
Provides emergency care and First Aide.
- Presents or coordinates activities for health education, workshops and conferences.
- Conducts home visits to patients and families, maintains records and data.
- Assists with Health Fairs by screening and checking vitals.
- Picks up and delivers medical equipment, medications, materials, or supplies to patients' homes; makes home visits and assists clients in ensuring that equipment is in working order on a regular basis.
- Assists patients in procuring and maintaining dosage schedule of medications, monitors patients with blood pressure checks and immunizations.
- Provides home health care services through home visits and make referrals to the appropriate professional.
- Serve as a client advocate by arranging appointments, filing complaints, helping the client obtain services and coordinate with various service providers (case management conference) to ensure the continuity of care.
- Instructs individuals and families in health education and disease prevention.
- Instructs community members in First Aid and CPR; assists with diabetes training, drug awareness, childcare, and other subjects related to individual and community welfare.
- Interprets information regarding medical appointments and medications as needed.
- Follows-up on patients who have been discharged or who had surgery.
- Conducts welfare checks to make sure members have adequate food, shelter and medical needs.
- Collaborates with other programs or schools.
- Maintains confidentiality of all information.
- Acquire basic knowledge of medications.
- Performs other duties as assigned.

## **Minimum Qualifications**

- High School Diploma or GED.
- Must be able to travel to training or conferences.
- Certified Nursing Assistant.
- Must have or able to acquire First Aid and CPR training.
- Must have knowledgeable with different programs in computers.
- Home Health or Patient Care experience preferred.
- Must have a valid NM Driver's License.
- Must have reliable transportation.
- Must successfully pass a pre-employment drug/alcohol screen and background investigation.

*Tribal preference and Native American Indian preference shall apply to all positions.*

## **Knowledge, Skills and Abilities**

- Knowledge in the areas of health related issues, medical terminology, and health care education.
- Knowledge of applicable federal, state, tribal, county and local laws, regulations, and requirements.
- Knowledge of patient care charts and patient histories.
- Skill to effectively interview patients and to write clearly.
- Skilled in the safe operation of a motor vehicle.
- Skill in taking and recording vital statistics.
- Ability to observe, assess, and record symptoms, reactions, and progress.
- Ability to maintain accurate client records while protecting confidentiality of patient records.
- Ability to work with handicapped clients.
- Ability to physically lift, stand, and assist patients when transporting.
- Ability to use wheelchairs or walkers when necessary with patients.
- Ability to be patient with the elderly and with all patients.
- Ability to communicate effectively in the English language both verbally and in writing.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to carry out instructions furnished in verbal or written format.
- Ability to work independently and meet strict time lines.
- Ability to conduct workshops/good public speaking skill

## **Physical Demands**

While performing the duties of this job, the employee regularly is required to use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to stand; walk; sit; and reach with hands and arms. The employee occasionally is required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. The employee must assist with lifting patients, which may require using leverage to lift and/or move clients.

## **Work Environment**

Work is performed in patient homes, on the road, and within the community with exposure to potentially dangerous materials and situations that require following extensive safety precautions and may include the use of protective equipment and exposure to blood borne pathogens. Exposure to latex products on a routine basis. Situations where caution must be exercised sometimes occur when contacting individuals at home. Evening, weekend, and/or holiday may be required. Travel is required. Extended hours and irregular shifts may be required.