

POSITION DESCRIPTION

POSITION: Healthy Start Community Health Worker

LOCATION: S/M Community

SALARY: 12.82 Negotiable

This position is contingent on grant funding.

Currently approved thru March 31 2019

TABLE OF EQUIVALENCIES: Applies

POSTING DATE:4-6-18

CLOSING DATE:4-13-18

PAYGRADE: 4

Every employee of Stockbridge Munsee Community is expected to present themselves in a professional manner to customers as well as other departments. Stockbridge Munsee Community strives to provide a positive team environment where everyone contributes.

GENERAL RESPONSIBILITIES: The community Health Worker is the liaison between perinatal families and the Maternal Child Health Nurse providing community health work related to direct patient care, education, prevention, and wellness to extending Prenatal Care Coordination care plan services to families in the Contract Health Service Delivery Area.

STANDARD QUALIFICATIONS:

All employees of Stockbridge Munsee Community must meet the following qualification:

1. Must submit to and pass a pre-employment drug and health screening.
2. Must be at least 18 years of age, unless otherwise stated on job description
3. Must maintain an acceptable departmental attendance record
4. Must be able to work weekends, nights and holidays
5. Must obtain and maintain Elder/Youth License as stated on job description

DUTIES:

1. Contacts clients every day using the following locations: their home, at the office, by phone, when transporting to a provider appointment, by mail, or at a client preferred location.
2. Attends weekly case management meetings ensuring caseload receives appropriate number and types of visits to comply with Medicaid PNCC services, billing, and audits.
3. Enters data into required data collection systems within 48 hours of visit,
4. Maintains appropriate records management systems: hard and soft.
5. Uses approved assessments including, prenatal, postpartum, infant, and child curricula, providing appropriate education based on month of pregnancy or age of infant or child.
6. Works in collaboration with tribal, public, and private health and human service providers to provide effective perinatal care and referral networks.
7. Promotes and encourages a healthy family lifestyle through modeling and education reinforcing the Life Course Initiative.

8. Participates in Health Start trainings and meetings.
9. Works with all tribal MCH home visiting programs to develop culturally appropriate interventions.
10. Encourages pregnant women to pursue regular and ongoing prenatal care, postpartum doctor visits, and breastfeeding.
11. Assists families in completing well child checks, timely immunizations, long-term breastfeeding and other healthy maternal child health practices.
12. Works with fathers and extended family members to encourage involvement in providing support and assistance to mothers and infants.
13. Works to establish a local Community Action Network (CAN) by identifying and selecting members with the assistance of other tribal department, health boards, and early childhood collaborates and organize quarterly meetings with members.
14. Must maintain an acceptable departmental attendance record.
15. Must be reliable and prompt when reporting to work.
16. Required to attend job related, in-service, meetings, and training to maintain professional and technical knowledge.
17. Must adhere to tribal law and other applicable laws as well as tribal personnel policies and procedures.
18. May be required to satisfactorily complete an exam or other testing requirement(s) to determine skill proficiency.
19. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

QUALIFICATIONS:

1. High School Diploma or GED is required.
2. 2-year degree in community health, nursing, nutrition, or equivalent experienced preferred.
3. Minimum of one-year experience in the delivery of health and human services.
4. Experience with a Native American Tribal organization and/or not for profit agency desired.
5. Must have the ability to build positive work relationships with internal co-workers and external providers and customers while maintaining a pleasant demeanor.
6. Individual must possess excellent verbal and written communication skills.
7. Must possess the ability to manage time effectively.
8. Must possess self-motivation skills.
9. Must have the ability to work effectively under pressure.

10. Must be able to successfully complete CLC (Certified Lactation Consultant) certification within one year of date of hire.
11. Must be able to successfully complete CPS (Child Passenger Safety) certification (car seat tech) within one year of date of hire.
12. Must be willing to attend all applicable training.
13. Must pass pre-employment drug and health screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
14. Must be eligible for coverage under the employer's liability insurance.
15. Must have demonstrated ability to maintain satisfactory working record in any prior or current employment.
16. Must be able to meet physical requirements of position.
17. Must have a valid driver's license, reliable transportation, and insurance are required. Must obtain a Wisconsin driver's license within 30 days of employment if applicant has an out-of-state driver's license. Must meet and maintain the eligibility to operate a personal or tribal vehicle under the driver acceptability guidelines as established by Mohican Nation Insurance.
18. Must submit and pass a background security check to meet the Elder/Youth License Requirement as it pertains to the position and the location of the department prior to and during the course of employment with the Stockbridge-Munsee Community
19. Must abide by departmental and organizational safety, testing, and uniform guidelines.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

1. This position requires a lot of sitting with occasionally stoop, kneel, crouch, and lift and/or move up to twenty-five (25) pounds.
2. Evening and/or weekend is required. Extended hours and irregular shifts may be required.
3. Work environment requires excellent personal hygiene due to working in close proximity to others and in an enclosed area.
4. A Tuberculosis (TB) Screening and/or TB Skin Test may be required.

SUBMIT APPLICATION TO:

Human Resource Department
P.O Box 70
N8705 Moh He Con Nuck Rd
Bowler, WI 54416

WE ARE A DRUG FREE EMPLOYER.
CANDIDATES MUST PASS DRUG SCREEN
AND REMAIN DRUG FREE.

The Stockbridge-Munsee Community operates as an equal opportunity employer except Indian Preference is given in accordance with the Tribal Employment.

Although an interview may be granted, this does not determine that the candidate fully meets the qualifications until it is determined by the interview team.

New Position:

Tribal Council Approved: 3-3-15

Revised Position:

Tribal Council Approved:4-2-18

Apply online at:

www.mohican-nsn.gov