



PUEBLO DE SAN ILDEFONSO
Human Resources Office
02 Tunyo Po
Santa Fe, NM 87506

JOB VACANCY ANNOUNCEMENT

Tuesday, June 26, 2018

The Administration currently has a Community Health Representative (CHR) Generalist position open within the Health & Human Services Department.

CHR GENERALIST: The Community Health Representative (CHR) is a paraprofessional community-oriented primary health care service provider. The CHR Provides curative, preventative, and rehabilitative services to the community members which include home health care, current information and resources, facilitation of communication between clients and health care providers, interpretation of language, health education, and health screenings (e.g. blood pressure, blood glucose, BMI, vision, dental, hearing etc.). Provides transportation within the local community to/from an IHS or tribal hospital or clinic for routine non-emergency problems. Performs a wide variety of consulting and support services to individuals and groups that encourage prevention, and intervention when necessary. The Community Health Representative (CHR) Program Generalist also acts as client's advocate identifying and documenting physical health, social, and economic needs while identifying individual eligibility for third-party benefits and assisting with application process.

MINIMUM QUALIFICATIONS: High School Diploma or General Equivalency Diploma required. Associate's degree preferred. Experience or knowledge in health care. Must have a knowledge of basic anatomy and physiology. Must demonstrate a caregiver's sensitivity. Ability to interact in a culturally sensitive manner. Ability to maintain a high level of confidentiality. Ability to use independent judgment to make decisions which have minor impacts on the department. Customer service experience with excellent people skills. Good written and verbal communication skills. CPR, First Aid and CHR certification required but can be obtained after employment. Proficiency with office machines. Working knowledge of computers and MS Word and Excel software. Tewa language speaker preferred. A valid Driver's license and insurable driving record is required. A pre-placement drug test and favorable background investigation is required.

APPLICATION: **APPLICATION:** A Position Description and Employment Application are available in the Human Resources office. Downloadable application is available at: www.sanipueblo.org/jobs . Submit resume and employment application in person or via e-mail to karquero@sanipueblo.org or by fax to (505) 455-4149. Call (505) 455-4155 for additional about this position.

DEADLINE FOR APPLYING: July 10, 2018