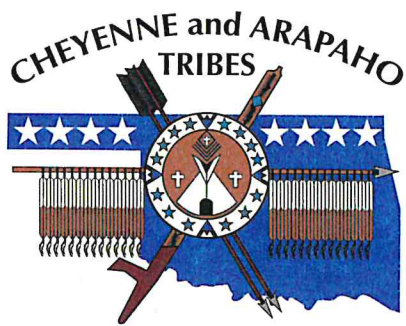


## PERSONNEL



PO Box 167  
Concho, OK 73022  
405.422.7498  
Fax 405.422.8222

### \*\*\* VACANCY ANNOUNCEMENT\*\*\*

**POSITION:** Generalist (3)  
**PROGRAM:** CHR Program  
**LOCATION:** Within the Cheyenne Arapaho Tribal Service Area  
**ISSUE DATE:** March 18, 2022      **CLOSING DATE:** Until filled

#### **DESCRIPTION:**

Under the direct supervision of the CHR Program Director, acts on behalf of the Cheyenne Arapaho Tribes as a Community Health Representative (CHR) to be an advocate and facilitator for individuals and families to gain access to comprehensive health care services. To provide a continuum of services to the population through health education, referral/case management, client monitoring, client care, homemaker services, transport services as deemed necessary, follow-up and provision of support services. To serve as a facilitator in the implementation of community, family, individual health and treatment plans and provide supporting services designed to enhance the quality of life for the people they serve.

#### **DUTIES AND RESPONSIBILITIES:**

- Must pass a physical and be in good physical condition
- Must be able to lift 50 pounds
- Must be able to work outside of 8:00 am to 5:00 pm as needed
- Must be able to be on call on weekends, holidays and tribal closure dates
- Must be able to utilize a computer, I-pad, telephone and e-mail system
- Must be able to work under stressful conditions
- Must keep necessary records protected through maintaining confidentiality
- Must complete yearly training on the IHS education website for CHR's
- Must be willing to perform COVID-19 swabbing process working with other facilities to enhance the wellness of the Cheyenne Arapaho Tribe.
- Must have immunizations up to date
- Must be competent in vital sign process
- Must be willing to obtain and maintain CPR/basic life support certification
- Must work to obtain Certification in First Responder within 12 months of employment

- Maintain work vehicle responsibly and follow vehicle policies.
- Work vehicles must be kept clean, neat and disinfected before and after client transfers
- Submission of daily PCC, mileage/maintenance records, fuel/maintenance receipts on the scheduled submission time frame.
- Must be willing to advance in knowledge and learn new processes as the call for increased knowledge due to changing health care needs to maintain health and wellness
- Must complete other tasks as assigned

**QUALIFICATIONS:**

- Cheyenne Arapaho Tribal member preference
- Must have minimum of high school diploma or GED
- Valid Oklahoma state Driver's license and must be insurable
- Must maintain a clean driving record
- Must Pass OSBI background check
- Must pass a pre-employment drug screening process and be subject to random drug testing
- Must possess the ability to communicate effectively both orally and written.
- Must be able to attend Basic CHR training and First Responder training, National CPS certification and other necessary training to keep certification up to date
- Must own reliable vehicle and cell phone

**SALARY:** Negotiable, depending on qualifications and experience.

**APPLICATION PROCEDURE:** Submit Tribal Application, Resume, Transcripts, Diploma, Certifications, License and CDIB to:

Cheyenne-Arapaho Tribes of Oklahoma

**Personnel Department**

P.O. Box 167

Concho, OK 73022

Or e-mail: [atisdale@cheyenneandarapaho-nsn.gov](mailto:atisdale@cheyenneandarapaho-nsn.gov)

Office (405) 422-7498

Fax (405) 422-8222

Toll Free 1 (800) 247-4612 ext. 27498



To view all our current vacancy announcements, please visit our website at: [www.cheyenneandarapaho-nsn.gov](http://www.cheyenneandarapaho-nsn.gov)