



**PUEBLO OF ISLETA**  
**HUMAN RESOURCES DEPARTMENT**  
**P.O. BOX 1270, ISLETA, NM 87022**  
**PHONE: (505) 869-7584 FAX: (505) 869-7579**  
**EMAIL: [poiemployment@isletapueblo.com](mailto:poiemployment@isletapueblo.com)**

**VACANCY ANNOUNCEMENT**

**POSTING NO: 017-23**

**OPENING DATE: 01/20/2023**

**CLOSING DATE: 03/23/2023**

**POSITION:** Community Health Representative

**POSTED: IN/OUT**

**PAY GRADE:** NE5 (\$15.97/hr. - \$21.56/hr.)

**FLSA STATUS:** Non-Exempt

**POSITION TYPE:** Full Time

**FUNDING SOURCE:** Grant Funded

**DEPARTMENT:** Health Services

**REPORTS TO:** CHR Coordinator

**BACKGROUND LEVEL:** Child/Elder

**JOB PURPOSE:** Provides general public health services within the scope of the Indian Health Services Community Health Representative (CHR) Program and State of New Mexico Community Health Worker (CHW) guidelines. Participates in care coordination with patients, patients' families, local clinical providers, EMS services and other support services at the Pueblo of Isleta.

*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.*

**JOB DUTIES:**

- Assists with ongoing program planning and evaluation of program activity.
- Assists with scheduling client transports and medication deliveries.
- Provides transportation for patients residing within the community to non-emergency medical appointments within the community, and to and from health care centers within Albuquerque and Los Lunas, in all weather conditions.
- Ensures passenger safety and security with use of appropriate equipment during transport.
- Delivers authorized prescribed medications by Isleta Health Center to clients at their homes when scheduled.
- Performs preventative pre-trip and post-trip inspections on vehicles, including maintenance and cleanliness of the exterior and interior areas.
- Provides basic case management for patients with chronic diseases or other conditions that require support services.

- Contacts patients and families to coordinate follow-up health care transports, makes appropriate referral for essential and social support services, health care programs, and other resources for both residential and non-residential tribal members.
- Assists with conducting health screenings such as cholesterol, blood pressure, blood glucose levels, vision, and screening tests for communicable/infectious diseases.
- Assists and participates with health promotion and disease and injury prevention activities, including car seat safety, health fairs, home safety assessments, health education, and others.
- Serves as a patient navigator at the Isleta Health Center to educate, advocate, and ensure appropriate services are utilized for patients.
- Documents all patient encounters utilizing the RPMS Electronic Health Record, or utilizing other formats as directed by the CHR Coordinator.
- Completes required program and department forms as directed in a timely manner.
- Assists with preparation and submission of monthly program activity reports, and other special data to document program output.
- Attends meetings, trainings, and workshops related to the CHR/CHW scope of work on community, county, state, and national levels.
- Maintains complete confidentiality of patient information at all times
- Performs other duties as assigned.

**SUPERVISION RESPONSIBILITIES:** N/A

**MINIMUM QUALIFICATIONS/REQUIREMENTS:**

- High School Diploma or GED.
- One year related work experience.
- Must obtain a Certificate to operate a NMDOT vehicle within 6 months of hire.
- Community Health Worker certification through New Mexico Department of Health preferred, or obtained within 6 months of hire.
- CPR and First Aid certifications preferred, or must obtain within 3 months of hire.
- Must be able to pass a TB screening.
- Must provide written copy of immunization record prior to employment.
- Ability to speak the Tiwa language is preferred.
- Valid New Mexico driver's license with ability to meet Pueblo of Isleta liability insurance requirements and maintain eligibility for insurance.
- Must pass background check for position.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.

**KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:**

- Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
- Knowledge of surrounding areas including Albuquerque and Los Lunas.
- Skill in working with vulnerable populations.
- Skill in observing speed limits and driving laws.
- Skill in ability to problem solve and or find alternative resources.
- Ability to be compassionate and caring.
- Ability to drive with a patient safely.
- Ability to assist disabled and frail patients.

- Ability to recognize symptoms from dialysis and other medical issues.
- Ability to respond to and remain calm in any emergency or crisis situations.
- Ability to exercise independent judgment.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to maintain confidentiality.
- Ability to work independently and with strict timelines.
- Ability to communicate verbally and in writing

**PHYSICAL DEMANDS:**

- Must be able to sit for up to 6 hours per day while driving.
- Uses back, arms, hands when opening doors and using wheelchair ramps, levers, and equipment.
- Must be able to use long range vision while operating vehicles.
- Position requires frequent lifting of 50 lbs.

**WORK ENVIRONMENT:**

- Work is generally performed in a van with a moderate noise level.
- Exposure to outdoor temperature and frequent exposure to large groups of people.
- Prolonged standing and walking may occur.

**PREFERENCE:**

Tribal and Native American Indian preference shall apply to all positions at Pueblo of Isleta.