



COLORADO RIVER INDIAN TRIBES

Human Resources

26600 Mohave Road

Parker, Arizona 85344

Telephone (928) 669-1320 * Fax (928) 669-5263

VACANCY ANNOUNCEMENT

September 23, 2019

#124-19

Department: Department of Health & Social Service/CHR

Position: CHR I (Non-Exempt)

Reports To: CHR Manager

Salary: \$13.00 per hour

Job Summary:

This position is under the direction of the CHR Manager. During the initial period of hire the incumbent will be responsible for transportation of clients, dialysis patients, elderly and sick to appropriate medical and health care facilities. After completion of the probation period and CHR basic training the incumbent will perform home health surveillance, a variety of health outreach services, case find, case management and non-emergency transportation services to American Indian and Alaska Natives (AI/AN) residing on or near the Colorado River Indian Reservation.

Duties & Functions:

(The following are illustrations of the typical duties and responsibilities of the incumbent and are not to be construed as all inclusive).

1. Assist in a variety of home health care services, education counseling, community outreach, public health functions and non-emergency transports.
2. Transport and/or make arrangement for transport of clients who are in need of transportation to medical providers and/or health facilities within the scope of priorities defined by programmatic protocol and client needs.

Transport includes:

- Clients to obtain prescribed medication, or delivery of prescribed medications.
 - Safety of passengers during transport, for example, assuring proper use of safety seat restraints, abiding by traffic laws, etc.
 - Service of vehicle by checking oil, lubricant and fluid levels, scheduling routine preventive maintenance services, and immediately reporting service or repair needs.
3. Establish and maintain individual case files in accordance with prescribed protocol and/or standards.



4. Collect data and information as required for entry in to data management systems(s), such as, the Indian Health Service (I.H.S.) Resources and Patient Management System (RPMS) and Arizona Health Care Cost System (AHCCS).
5. Conduct community outreach and case find through screening during home visitation, community activities, or public health forums to identify cases of individuals or families in need of services or assistance and provide assistance or referrals as determined.
6. The incumbent may perform other duties assigned within the scope of the position or CHR Program at the discretion of the Manager or designee to fulfill the Department's needs, objectives and/or goals.
7. Follow established Tribal policies and those outlined in the Colorado River Indian Tribes Employee Handbook.

Required Skills and Abilities:

1. Incumbent must maintain confidentiality in accordance with the Federal Health Insurance Portability and Accountability Act (HIPAA).
2. Incumbent must maintain and complete timely and accurate documentation of daily activities, client contact transportation or other activities performed with defined duties and responsibilities through use of designated forms such as internally generated forms or the I.H.S. PCC (Patient Care Component).
3. Established and maintaining effective relationships with clients, community members, tribal officials, representatives of health and resource agencies, the public in general and other contacts.
4. Effectively communicate orally and in writing.
5. Computer literacy the ability to use computers and related technology efficiently.

Education & Experience Requirements:

1. High School Diploma or G.E.D. (General Equivalency Degree).
2. Possess valid First Aid and CPR (Cardio Pulmonary Resuscitation) certification or obtain certification within three (3) months of employment.
3. Must possess a current valid driver's license throughout employment; submit to driving history check.

Physical Requirement:

1. Physically able to perform duties assigned.
2. Must be able to lift, push and pull heavy objects up to seventy-five (75) pounds, such as a wheelchair.
3. Must successfully complete a drug screening test prior to appointment.
4. Occasionally work extended shifts as assigned, some weekends and holiday.



For Employment Application visit: <http://crit-nsn.gov>
Submit completed application to: CRIT Human Resource Department
26600 Mohave Road
Parker, Arizona 85344

APPLY:

COLORADO RIVER PREFERENCE:

Under the Title VII of the Civil Rights Act Sections 701(b) and 703(i) explicitly exempts from coverage the preferential employment of Indian-by-Indian Tribes. Therefore, C.R.I.T. acknowledges and extends preferential treatment to enrolled C.R.I.T. members who qualify toward all employment opportunities otherwise; C.R.I.T. does not discriminate against employees or applicants based on race, color, sex, religion or national origin.

C.R.I.T. Offers

Health and Life Insurance, Paid Holidays, Sick and Annual Leave and Pension Plan. Pre-employment drug screening is required.

