



## COUNCIL OF ATHABASKAN TRIBAL GOVERNMENTS

P.O. Box 33

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[www.catg.org](http://www.catg.org)

### **TITLE: COMMUNITY HEALTH AIDE (ITINERANT)**

#### **JOB SUMMARY**

To provide village primary medical coverage under the direction of the Clinical Instructor (CI)/Coordinator and the Yukon Flats Health Center (YFHC) in Fort Yukon. Preceptorship is under the responsible Physician.

Based in Fort Yukon, CHA must travel to surrounding villages to fill in as Health Aide when needed.

#### **MAJOR DUTIES AND RESPONSIBILITIES**

Evaluation and treatment of health problems that develop in the village using techniques that have been taught.

Provide emergency assistance, supportive listening, and related crisis management services as needed.

Reporting problems that appear to require a physician's attention to authorized medical personnel and/or transfer patient from the village to a hospital facility for more comprehensive evaluation and/or treatment.

Administration of medications or treatment as outlined in the CHAP manual, a standing order, or as prescribed by authorized medical personnel.

Administer emergency care for injuries or acute problems.

Assist in sponsored medical and dental field trips.

#### **Preventative Care**

Periodic evaluations as requested, such as blood pressure checks, hemoglobin checks, urinalysis, etc. using testing procedures taught.

Monitoring patients who are on continuation medications, on a regular basis with frequency of patient visits determined by the attending physician's instructions.

Contribute health information for public communications such as newsletters or posted public service announcements.

Provide health surveillance including well child, pre and post natal, immunization, etc., in cooperation with TCC, state and federal health workers.

Provide health education and/or coordination and dental fluoridation maintenance and reporting.

#### **Indirect Care**

Maintain medical records and reports.

Maintain medicine and medical supply stock.

Monitor clinic facility status and maintenance advising village council as needed.

Maintain medical supply and pharmaceutical inventory necessary for the provision of care.

## **KNOWLEDGE AND SKILLS**

Knowledge of customer service concepts and practices.

Knowledge of communication skills, both oral and written to interact with patients and families.

Skill in assessing and prioritizing multiple requests by patients, families, and team members.

Skill in evaluating health problems, and making recommendations based on observations.

Skill in observing patients and taking appropriate action as needed.

Skill in establishing and maintaining cooperative working relationships with other employees.

## **MINIMUM EDUCATION/ TRAINING QUALIFICATION**

High School diploma or GED equivalency. Must be a Community Health Aide III.

## **MINIMUM EXPERIENCE QUALIFICATION**

Non-Supervisory-performing general duties similar to those in this description. An equivalent combination and/or training may be substituted for experience.

Experience and interest in village health care or related activities preferred.

## **ADDITIONAL REQUIREMENTS**

Minimum 18 years of age

Must be interested and willing to attend training to develop and improve skills on a continuing basis.

## **PREFERRED QUALIFICATION**

Ability to communicate in Native language is preferred but not required

## **MINIMUM PHYSICAL REQUIREMENTS**

Physical demands include: walking, standing, pushing, bending and lifting to help patients to and from vehicles, wheelchairs, stretchers, etc., and moving equipment and medical supplies.

The work environment includes: common exposure to contagious disease, some degree of risk in working with emotionally disturbed individuals, occasional duties at the scene of major trauma/accident and transport of patient.

## **OTHER**

Preference will be given to individuals with knowledge of the people and communities of the Yukon Flats region, with previous experience living and working within such a region, working with tribal service delivery.

Under the authority of P.L. 93-638, Indian Preference shall be given to the applicant(s) who meet the minimum qualifications.

<b>Title:</b>	<b>Community Health Aide (Itinerant)</b>
<b>Location:</b>	<b>Fort Yukon</b>
<b>Supervision:</b>	<b>CATG, CHA Supervisor</b>
<b>Classification:</b>	<b>Regular Full-time</b>
<b>Salary:</b>	<b>DOE</b>
<b>FLSA:</b>	<b>Non- Exempt</b>
<b>Approved Date:</b>	<b>June 2, 2014</b>
<b>Closes:</b>	
<b>Contact:</b>	<b>Andrea Peter, HR Director 907-662-7534</b>