

Quileute Tribe Job Description

Community Health Worker

HOW TO APPLY: Send Application Package to the address listed below.

Applications can be downloaded at www.quileutenation.org/job-openings/

**The Quileute Tribe
Human Resources Department
P.O. Box 279
La Push, Washington 98350**

Or via email: hr@quileutenation.org

Ensure your Application contains:

1. Quileute Tribal Application
2. Cover Letter
3. Resume
4. Tribal Enrollment Verification
5. Diploma(s) High School, College
6. Certification(s), if any
7. Unofficial Transcripts, if no diploma
8. Driver's License

NOTE: Incomplete applications will not be considered.

Position: **Community Health Worker**
Supervisor: Health Director
Location: Health Clinic
Work Info: Full Time: 40 Hrs/Week (M-F)
Salary: DOQ/E
Closes:

POSITION SUMMARY:

This is a grant funded position through January 2025. This position will support children and youth (birth through 18 years old) through short-term interventions within the scope of practice through outreach and engagement, informal counseling, social support, and connection to resources addressing Social Determinants of Health. Key goals are to promote healthy development, empower, caregivers/parents with a focus on parent and family strengths, empower children, youth, and their caregivers/parents around advocating for mental/behavioral health needs, and decrease barriers to accessing desired resources and services for health-related social needs and behavioral health services.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:

- Provide outreach services:
 - Assist uninsured individuals enroll in health care coverage
 - Educate community members about how to use health care and social service systems
 - Educate the health and social service systems about community needs and perspectives
- Informal Counseling
 - Guidance on medical processes
 - Aid families in establishing health goals and addressing needs
 - Assist families with understanding recommendations and diagnoses
 - Provide education, skills, and tools to families and caregivers to build resiliency and self-advocacy skills
 - Advocate for and facilitate family and caregiver inclusion in decision-making around the services their child is receiving or may receive
- Social Support
 - Make referrals and coordinate services
 - Assist families enroll in health insurance and public assistance
 - Facilitate continuity of care by providing follow up
- Other duties as assigned

SKILLS, KNOWLEDGE AND ABILITIES

- Strong communication skills
- Knowledge of and/or experience in navigating complex systems of care
- Awareness of local resources, navigating local resources to address stressors, or social determinants of health
- Organizational skills and ability to manage a caseload of multiple families
- Comfort with interacting with children and youth and commitment to creating a child-friendly environment

- Interest and ability to connect with diverse families and support them in overcoming systemic barriers
- Ability to collaborate effectively with clients, agency staff, and team members
- Commitment to improving the experience of care for children and families, particularly those underserved by our current systems
- Sufficient technological capabilities to use electronic medical records and other systems to record visit notes, collect and report data, and track patient progress

WORK ENVIRONMENT:

- Primarily in the office setting in a rural Tribal Health Center
- Occasional home and school visit setting
- Occasional community events which can include outdoor settings

PHYSICAL DEMANDS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and stand. The employee must occasionally lift and/or move up to 40 pounds.

SUPERVISORY RESPONSIBILITY:

- None

QUALIFICATIONS:

Minimum Qualifications

- Must be 18 years of age or older
- High School diploma, or GED
- 3 years' experience in the healthcare field
- Experience with referrals and coordinating care

Preferred Qualifications

- Associate degree
- 5 years' experience in the healthcare
- Experience working with families in tribal community

GENERAL INFORMATION:

The statements contained herein reflect the general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or balance the workload.

Special Requirements: Must have and retain a valid Washington State Driver's License ~ please provide a copy with job application. Must pass a criminal background check, drug and alcohol screening and reference check.

Indian preference will apply. If applicants have equal qualifications, preference will be given first to a Quileute Indian applicant and then to other Native Americans and Alaska Natives. Except as provided by the Indian Preference Act (Title 25 U.S. Code Sec. 472 & 473) there will be no discrimination in selection because of race, color, creed, age, sex, national origin, physical handicap, marital status, politics, or membership/non-membership in an employee organization.

HOW TO APPLY

Send Application Package to the address listed below.

Applications can be downloaded at www.quileutenation.org/job-openings/

**The Quileute Tribe
Human Resources Department
P.O. Box 279
La Push, Washington 98350**

Or via email: hr@quileutenation.org

Ensure your Application contains:

1. Quileute Tribal Application
2. Cover Letter
3. Resume
4. Tribal Enrollment Verification
5. Diploma(s) High School, College
6. Certification(s), if any
7. Unofficial Transcripts, if no diploma
8. Driver's License

NOTE: Incomplete applications will not be considered.