

Blackfeet Nation

Blackfeet Nation Tribal Health System

(JOB DESCRIPTION TITLE)

Position:	CHR Custodian/Driver/GSA Management
Division:	Blackfeet Tribal Health System
Department:	Community Health Representatives
Reports To:	CHR Director
Location:	307 N. Piegan St
Pay Grade:	
Healthcare Provider Classification	Administrative – Non-Healthcare Provider
FLSA Classification	Exempt/Full Time
Classification:	Staff/Not Security Sensitive
Biological Hazards Risk Group	NIH Risk Group 1 – Low Risk

Summary:

The Community Health Representative (CHR) Program is a unique concept for providing health care, health promotion, and disease prevention services. CHRs have demonstrated how they assist and connect with the community, and their work has become essential to the spectrum of Tribal community-oriented primary health care services. CHRs are great advocates, in part, because they come from the communities they serve and have tribal cultural competence. Their dedicated work has assisted many to meet their healthcare needs. The health promotion and disease prevention efforts that CHRs provide have also helped people from the community improve and maintain their health. By providing health education and reducing hospital readmissions, CHRs have contributed to lowering mortality rates. The demand for CHRs continues to grow.

Essential Responsibilities and Duties:

Maintain the cleanliness and safety of the building. Vacuum carpets, mop floors, scrub restrooms, dust furniture, and empty trash cans daily

Clean windows, shampoo carpets, replace light bulbs, and supply restrooms, and perform minor repairs on a regular basis

Driving

- Transport clients to health promotion facilities for those in need.
- Inspect vehicles on a daily basis (daily pre-trip and post-trip inspections)
- Make sure all vehicles are clean daily
- Make sure mileage is recorded accurately
- Pick up and deliver medication to CHR clients

GSA

- Report mileage and gas receipts to CFO
- Make appointments for oil change, tires, and maintenance
- When we are trading in GSA's, make appointment to take out and put back in radios

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- Make sure all vehicles are up-to-date with insurance information
- Pick up and deliver any new GSA's to Helena or Billings
- Fix flat tires
- fill any fluids needed for vehicle
- Call towing company when needed

Effectively manage fleet vehicles to meet CHR staff demands. Responsible for the managing vehicle fleet requirements of operations in order to meet CHR/patient goals by making sure the safety of the vehicle.

Relationships and Authority:

Working Environment and Physical Demands:

- Physical capabilities: This factor covers physical characteristics and abilities including specific agility and dexterity requirements and the physical exertion included in the work e.g. climbing, lifting, pushing, balancing, stooping, kneeling, crouching, crawling, reaching and prolonged standing
- Must be able to perform essential duties with or without reasonable accommodation efficiently, accurately, and without causing a direct safety threat to the individual or others.
- Pushing, up to 30-100 lbs., (wheel chairs-light weight and heavy duty)
- Pulling up to 25-80 lbs.

Qualifications:

- Ability to understand verbal instructions
- Ability to understand and follow safety procedures
- Ability to operate vacuums and other related equipment
- Ability to safely use cleaning equipment and supplies
- Ability to use hand and power tools applicable to the trade
- Ability to lift and manipulate objects
- Ability to read, understand, follow, and enforce safety procedures
- Ability to understand written and verbal instructions
- Must have working knowledge of HIPAA law
- Must be able to verbally interact with staff, clients and public

Minimum:

1. High School Diploma or equivalent required.
2. Valid driver's license required and be insurable with a good driving record and complete a Defensive Drivers course.
3. Successfully pass drug and alcohol testing, motor vehicle, education, character, and criminal background checks at time of hire.

Preferred:

(JOB DESCRIPTION TITLE/PROGRAM/DEPARTMENT)

(Date)

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Preference will be given to Blackfeet Nation enrolled members or members of a federally recognized tribe. However, all qualified individuals are eligible.

The Blackfeet Nation is an at-will employer.