



## Human Resources Department Pueblo of Santo Domingo

### **JOB ANNOUNCEMENT**

**POSITION TITLE: CHR Generalist (Covid Case Manager)**

**SALARY RANGE: \$16-\$20 Hourly, DOE**

**DEPARTMENT: CHR**

**POSITION STATUS: Temporary FT**

**SUPERVISOR: Iris Reano, CHR Manager**

**JOB POSTING ID: CHR-212810**

*Accepting applications: 10/28 – until filled*

*Santo Domingo Tribe exercises Indian Preference in employment opportunities but otherwise supports non-discrimination on the basis of age, sex, religion, disability, color, race, or national origin, except where required by bona fide business necessity*

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.*

**COVID 19 Vaccination Required**

#### **BASIC PURPOSE:**

The Community Health Representative Generalist (COVID-19 Case Manager) is responsible for coordination with the Kewa Pueblo Health Corporation Public Health Nurse to assist COVID-19 patients under the care of the KPHC, CHR and Governor's Office. Incumbent will provide support services to COVID-19 patients in areas such as related follow-ups, emergency response to medical and environmental emergencies when needed. This position is a non-exempt temporary full-time position.

#### **TYPICAL FUNCTIONS:**

- Assist CHR, Public Health Nurse staff with COVID-19 case management activities including telephone communication, video communication, and distance visits under the supervision of professional KPHC Public Health & Medical staff.
- Liaison between COVID-19 patients, families, and health care providers to ensure patients understand their conditions and treatment and are receiving appropriate care.
- Assists CHR, Public Health Nurse staff with culturally appropriate 24 hour on-call and after hour response that do not conflict with community values, norms, or traditions.
- Assists CHR, Public Health Nurse, and other agencies with interpretation of medical and health education information, delivery of medication when critical to patient care, and emergency medical services to COVID-19 patients.
- Transport of COVID-19 positive patients to and from medical appointments, medical facilities, and other appropriate destinations as directed.
- Assists with first response with CHR and EMS during work hours and when needed to individual identified as COVID-19 patients at the appropriate level of training and paraprofessional standards.
- Assist in decontamination of transport vehicle(s) and isolation site(s) under the supervision of professional KPHC Public Health & Medical staff.
- Incumbent will document automobile usage appropriately after each transport instance.
- Document supply usage as appropriate
- Demonstrate proper use and care of cell phone, vehicle, laptops, tablets, transport vehicle and any other equipment used in the course of work.
- Will work directly CHR and KPHC to meet goal and objectives.

- Other duties as assigned to support the mitigation and recovery of COVID19.

**REQUIRED COMPETENCIES:**

- **Integrity / Honesty**

All Santo Domingo Pueblo employees must operate in an ethical manner by following all Santo Domingo Pueblo policies and procedures relating to HIPAA confidentiality, handling, tracking of budgets/grants, principles, practices, methods, and ethics related to the field of social work and proper behavior between staff and clients. Incumbent must conduct oneself above the appearance of doing something wrong.

- **Teamwork**

All Santo Domingo Pueblo employees must be competent in working effectively with division members and members of other divisions to resolve common issues or problems as well as listening and seeking others' perspective on how to complete assignments. Keeps others informed and up to date about tasks, progress, or projects.

- **Goal and Task Management**

Incumbent in this job needs to be able to plan, prioritize, set goals, establish standards, coordinate tasks, show concern for deadlines, and track progress with respect to personal performance.

- **Manage Resources**

Incumbent must be able to provide direction to and develop community participation; identify strategic issues and develop short/long-range plans; provide direction to and manage participants; assist in grant writing, budget and prioritize work load; identify key factors affecting personnel; and develop effective programs to maximize performance.

- **Decisiveness**

Incumbent in this position must be able to successfully determine and initiate a course of action. Incumbent must require the consideration of multiple options, information sources, and development of contingency plans.

- **Vision**

Incumbent in this position must have the ability to gain an understanding of where an organization is headed in light of internal and external trends and influences.

- **Interpersonal Skills (Working with Others)**

Incumbent in this position must be able to communicate one's feelings, preferences, needs, and opinions in a way that is neither threatening nor punishing to another person, while at the same time recognizing effort of others and praising that effort.

**MINIMUM QUALIFICATIONS:**

- High School Diploma with a minimum of (1) year experience in outreach; OR a combination of education and experience. An associate degree in a health-related field or one-year experience as certified medical assistant, EMT, health aide is beneficial/preferred.
- Must reside within the boundaries of Santo Domingo for immediate response.
- On-call, extended working hours, including weekends, required
- Ability read, follow directions, and able to work independently at high caliber
- Excellent oral and written communication skills to focus the efforts to meet the Santo Domingo Pueblo goals.
- Experience and comfort level using Microsoft Office Suite including Word, Excel, Outlook and PowerPoint
- Personal presence characterized by a sense of honesty, integrity and caring in addition to abiding by all HIPAA laws with an emphasis on professional discretion and confidentiality.
- Ability to work in a collaborative, shared leadership environment
- Ability to develop and maintain appropriate professional relationships with staff at all levels.
- Tribal Government experience preferred.
- Must be fluent in the Keres language.
- Must be able to stand, bend, and walk within the community, schools, clinics, and homes. Ability to drive in all types of road conditions. Proper lifting techniques to assist patients in and out of vehicles, carrying up to 50 lbs. when necessary to set up equipment for special events, clinics, and teaching programs.
- Must be able to satisfactorily pass a background check.
- Valid New Mexico driver's license with ability to meet Santo Domingo Tribe liability insurance requirements and maintain eligibility for insurance.

## **HOW TO APPLY**

Please submit complete application packet.

- By email: SDTHumanResources@kewa-nsn.us, subject line: **CHR Generalist (Covid Case Manager) – [Your Name]**
- By mail: Santo Domingo Pueblo Human Resources, PO Box 127, Santo Domingo NM 87052
- By fax: (505) 715-4416 Attn: Human Resources
- In person: Human Resources Department, 10 Tesuque St, Santo Domingo NM 87052

Incomplete application packets may delay or exclude consideration of your application. A complete application packet includes the following:

- Santo Domingo Pueblo Employment Application
- Cover Letter
- Resume