Mi'kmaq Nation
Micmac Health Department

Community Health Division
Position Description

Position Title: Community Health Technician
Classification: Part-time
Immediate Supervisor: Community Health Director

Note: The following includes data on essential functions, as well as physical, mental, academic, and experiential requirements for the position defined herein. This position description is meant to serve interviewers, applicants, directors, and incumbents as a reference tool for determining whether applicant or employee qualifications are sufficient to perform the tasks and assume the responsibility as described herein. Some aspects of this position description may change over time, according to the Health Department's needs, and may not be reflected herein.

Summary of Position: The Community Health Technician (CHT) is an unlicensed paraprofessional who follows and works under Micmac Health Department (MHD) specific approved protocols and policies. He/she assists in preventive health services and in promoting healthy lifestyles for the Micmac Community. He/she acts as a community health advocate for the community by relating the health care and program needs to the director. The CHT assists in the reinforcement of health education for chronic disease and in the event of pandemic events. She/he participates in screening events of all kinds, including those serving patients exposed to pandemics, distributes health-related materials, completed contact tracing during pandemics if assigned by a supervisor, and arranges/assists with setting up health education programs and services for the health department.

Education and/or Experience: High School Graduate or GED required. Preferred experience working in a home health or healthcare setting. Preferred Certified Nurse Assistant with experience in health care. The employer is willing to train the right candidate.

Licenses or Certifications: Possess a valid State of Maine driver's license, carry current automobile insurance, and have access to a private vehicle for transportation in day-to-day job performance.

Qualifications: Lifting, moving, and loading 10 to 30 pounds regularly. Basic computer skills are a plus. Must possess tactfulness and the ability to work effectively with people. Demonstrate the ability of good communication skills (oral and written). Attend, and successfully, complete the CHT basic training course during MHD orientation (completed within 30 days of hire). Be willing to maintain a high level of proficiency and knowledge on health care subjects by taking CHT Refresher Training, when courses are able. Attend and complete a CPR and First Aid Class. Willingness to be trained in, and assist with, alternate resource applications, proper fitting of bike helmets, and screening events; i.e., heights, weights, and blood pressure measurements. He/she must promote a non-abusive, healthy lifestyle. Know of, and the ability to maintain accurate records and documentation inclusive of contacts with families' services. Be willing to be trained and utilize the RPMS data system related to CHTs'. Must have a familiarity with the cultural factors relative to the care of Native Americans. Must adhere to the strictest confidentiality protocols.

Working Environment: Willingness to travel throughout Aroostook County to visit eligible tribal members in homes, in hospitals, at the local Department of Welfare or Department of Human Services, any other

appropriate health agencies, and Tribal Offices. Otherwise, a regular office environment will be provided. Will also travel throughout the State of Maine and out-of-state on occasion. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Functions/Duties/Tasks:

1. Is assigned a specific client load, maintaining assigned client contact hours per week. Assignments are determined by current care management; chronic disease needs to be determined by the supervisor.
2. Educate and explain the Micmac health programs, resources, and services available.
3. Assist Community Health Director with conducting contact tracing phone calls to patients during a pandemic, assist with setting up mobile testing sessions, drive through testing stations and assist with test collection/labeling.
4. Assists eligible community members with applying for alternate resources and filling out forms.
5. Provides, as assigned, several health screenings and disease prevention functions, i.e., heights and weights and blood pressures, as directed under specific approved protocols and policies.
6. Assist CHD with organizing and conducting health fairs, flu-shot clinics, and educational seminars/training.
7. Organize community health care events and specialty clinics such as healthy cooking, tobacco cessation, well-child clinic, diabetes classes, injury prevention, cardiovascular classes, or other activities as outlined by supervisor and/or quality benchmarks and HPDP goals.
8. Distributes health care brochures, videos, fire detectors, fire extinguishers, bike helmets, and all related health materials.
9. Will assist clinical staff as needed to notify clients of yearly health care needs for health maintenance i.e., diabetes, dental, immunizations, optometry, and annual physical.
10. Make home visits to assist in referring clients, according to protocol, who need healthcare and services to the appropriate health resources; i.e., Injury Prevention, Clinic, Environmental, Education, Fitness Coordinator, and Nutritionist.
11. Assist in educating people concerning health hazards including, but not limited to, tobacco use, alcohol use, sedentary lifestyles, improper eating habits, using approved brochures and curriculums.
12. Assist in coordinating individuals and/or group education classes at the Health Department or in the tribal community; i.e., nutrition, diabetes, fitness, and others that may be beneficial to the community.
13. Document and complete all required forms for outreach and group activities using PCC as in protocol.
14. Maintain an accurate, updated record of contacts with family and services that have been provided in each client's medical record i.e., Height, weights, referrals, etc.
15. Keeps and maintains a daily log, as well as prepares a report to the Community Health Director, if requested.
16. Report to his/her immediate supervisor any significant or abnormal finding of health and social matters that come to his/ her attention during the performance of their duties.
17. Attends scheduled Micmac Health Dept., and MN Meetings as scheduled and assigned.
18. Must carry out any additional duties as may be assigned from time to time by the Health Director and/or immediate supervisor including assisting with primary clinical coverage during periods of personnel shortages.
19. Attends in-service and out-of-area workshops and training sessions pertinent to assigned duties.
20. Reviews, signs, and adheres to the Privacy Act of 1974, and Confidentiality Statement.
21. Review MN Personal Policies and MHD policies and participate in activities by those established policies.
22. Consents to State of Maine Criminal Background and Federal Background Checks and have no significant findings.
23. Other duties as assigned.

Notice of Standard Work Conditions of Employment: For Community Health Technician

This Scope of Work/Position Description in no way implies that the responsibilities and tasks are the only responsibilities and tasks performed by the Community Health Technician occupying this position. S/he will be required to follow any other instructions necessary to perform any job-related duties as required by his/her immediate supervisor.

Requirements stated herein are minimum levels of knowledge, skills, and/or abilities, to qualify for this position. To perform the scope of work, duties, and responsibilities of this position successfully, the incumbent will possess the abilities and aptitudes to perform each task proficiently. "Ability" means to possess and apply both knowledge and skills.

All employment decisions, including promotions, transfers, and others, are based on meeting all requirements herein, on tribal need, the employee being in good standing (including the lack of disciplinary actions), meeting all applicable performance standards, and other non-discriminatory criteria. The methods of fulfilling requirements are subject to possible modification to reasonably accommodate qualified individuals who pose a direct threat of significant risk to the health and safety of themselves and/or others.

Only individuals who have proof of full COVID-19 vaccination will be considered for hire.

If you are interested in applying for this position you **must submit a completed job application; A completed application includes copies of certificates/licenses/degrees stated in your application, along with a cover letter and a resume, 3 professional references from current or past employers (within 3 years).** A complete Job Description and an Application can be accessed online at www.micmac-nsn.gov under Job Opportunities or you can call our office to have an application mailed. An offer of employment will not be made without a successful DHHS, State of Maine background check, and or FBI fingerprint background check.

CLOSING DATE: JULY 11, 2022

Please send the completed Job Application to the following address or email:

Cheryl Smart
Attn: Human Resource Assistant
Mi'kmaq Nation
7 Northern Road Presque Isle, Me. 04769
csmart@micmac-nsn.gov

The Mi'kmaq Nation practices Native Preference to qualified Native Americans under Public Law 93-638 and is an Equal Opportunity and Service Provider.