



Ninilchik Traditional Council

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COMMUNITY HEALTH AIDE/PRACTITIONER (CHA/P) VACANCY ANNOUNCEMENT

ANNOUNCEMENT DATE: April 24, 2017

CLOSING DATE: When Filled

POSITION TITLE: Community Health Aide/Practitioner

POSITION BEGINS: Immediately

POSITION TYPE: Full Time: Classified @ 40 hours/week

SALARY: DOE

POSITION SUMMARY: The CHA/P provides, at a level consistent with training/certification, acute, chronic and emergency preventative care to Ninilchik Traditional Council's Ninilchik Community Clinic (NTCCC) patients. The CHA/P performs all duties in accordance with the IHS Community Health Aide Program (CHAP) guidelines, following protocols established in the CHAP Manual, standing orders and/or in consultation with the IHS Referral Physician. The CHA/P's primary patient care responsibility is to assess and treat or refer patients seeking care for illness or injury. The CHA/P program is designed to provide preventative services such as health surveillance, well-child and immunization clinics. The CHA/P program monitors the chronically ill. The CHA/P position will deal directly with NTCCC patients. Therefore, confidentiality will be the highest priority, and the CHA/P will follow the clinic's HIPPA policy and procedures. This is an integrated position accountable to the Family Nurse Practitioner per respective program guidelines for the performance of assigned duties and responsibilities. This position upholds the organization's vision, mission, values, and demonstrates an understanding of and compliance with the policies, procedures, code of conduct, and work permissions required of the position.

ESSENTIAL FUNCTIONS:

- A. Provides primary care services in regularly scheduled clinics following protocols as established in CHAP Manual and/or in consultation with referral physician.
 1. Well-baby clinics and Immunizations per IHS Referral Physician orders.
 2. Birth Control.
 3. Assist with school physicals.
 4. Provide immunizations per IHS Referral Physician order.
 5. Disease control treatment, referral, and follow-up. This includes Diabetes coordination activities to include arranging diabetes clinics, diabetes record keeping, diabetes case management and overall Diabetes Coordinator activities.
 6. Chronic disease care & follow-up.
 7. Periodic health surveillance of BP, hemoglobin, glucose monitoring, urinalysis
 8. Provide acute health care.
 9. Coordinate & work with itinerant health care professionals, i.e. Optometrist, physician, etc.
 10. Coordinate care of patient with doctor before transportation
 11. Monitor chronically ill patients who are bedridden through regular home visits according to NTCCC policies and procedures.
 12. Monitor medications of chronically ill patients.
 13. Provide follow-up as requested by doctors/clinics.
 14. Use basic first aid and acute care technologies as certified when injuries or acute problems develop.

B. Provide Gerontological Health Care by:

1. Home visits on a regular basis to patients who are bedridden.
2. Monitoring medications, explaining medication.
3. Providing physical therapy as needed and in accordance with training.
4. Coordinating health care with doctors for chronically ill patients.

C. Increase the effectiveness of the NTCCC by:

1. Maintaining records on all patients per current clinic documentation policy guidelines.
2. Controlling follow-up correspondence as needed to patient's doctor.
3. Providing monthly reports of all health services provided.
4. Assist NTC administration in instituting Tribal resident's database.
5. Ensure that the Clinic is maintained in a clean organized fashion with pharmacy Pic Point and general medical supplies well stocked and stored properly and equipment kept clean and in good general repair.

D. Other Essential Functions:

1. Creates, develops, and nurtures culturally appropriate interactions and connections with each other, and the community.
2. Collaborates proactively with all interdisciplinary team members to facilitate and maximize client healthcare outcomes.
3. Maintains compliance with applicable laws such as client confidentiality, Americans with Disabilities Act, Workers' Compensation, abuse reporting, principles of consent, and advanced medical directives.
4. Advocates for the client/family at the service-delivery level and at the policy-making level fostering the client/family's decision-making, independence, and growth and development.
5. Utilizes best practice model to identify, incorporate or develop best practices.
6. Collaborates with other team members to share and establish best practice for the clinic.
7. Integrates factors related to quality, safety, efficiency, and cost effectiveness in planning, delivering, monitoring and evaluating client care promoting the most effective and efficient use of human and financial resources.
8. Utilizes client based tracking system or clinical databases to track, monitor and assure the appropriate follow-up of clients.
9. Communications & Teamwork: Shares and receives information, opinions, concerns, and feedback in a supportive manner.
10. Works collaboratively by building bridges, and creating rapport with team members within the clinic and across the organization.
11. Functions as the liaison between Niniichik Traditional Council (NTC) clinic providers, Alaska Native Medical Center (ANMC), Southcentral Foundation (SCF) and other outside providers.
12. Provides support for field health providers by facilitating requests for assistance.
13. Handles referrals in conjunction with outside providers; schedules diagnostic studies; clinic appointments, and procedures.
14. Coordinates with other service lines as needed.
15. Acts as the resource CHA/P in the clinic.
16. Assists the providers as needed, with EKG, X-Rays and phlebotomy.
17. Participates in and is an active member of clinical team, contributing to overall team function, team building and enhancement.
18. Responds to emergency situations.
19. Works with appropriate computer based software and office equipment, including data entry for electronic health records (EHR).

20. Shall not perform duties which exceed his/her qualifications.
21. Maintains regularly scheduled clinic hours following protocols as established in the CHAP Manual, and/or in consultation with referral physician, NTC Family Nurse Practitioner and NTC Tribal Health Director.
22. Maintains on call weekend (once established) CHAP Clinic per NTCCC policies and procedures.
23. Maintains IHS controlled drugs in accordance with Alaska Native Medical Center (ANMC) Pharmacy guidelines.
24. Maintains quality assurance records for CLIA Waivered Laboratory Tests performed at the NTCCC.
25. Provide/coordinate health education through community presentations, workshops, seminars and screenings. These include the Chronic Disease Self-Management classes of which the CHA/P is the facilitator.
26. Enter patients into Niniilchik EMS 911 system for emergency ambulance transports to hospital per Midlevel orders, Referral Physician orders or by direction of the CHAP Manual.
27. Provide safe and hygienic environment in the clinic handling of all clinic bio-hazard materials and sharps as per OSHA guidelines.
28. Apply phlebotomy techniques in collecting and processing specimens to include procedural and diagnostic coding.
29. Perform CLIA Waived diagnostic testing.
30. Adhere to established triage procedures.
31. Obtain patient history and vital signs.
32. Prepare and maintain examination and treatment areas, to include setting exam rooms up for any procedures by preparing the treatment tables with all needed supplies, i.e. pap supplies, suture supplies, gowns, etc.
33. Assists with examinations, procedures and treatments.
34. Ensures that the NTCCC is maintained in a clean organized fashion with medical supplies well stocked, properly stored and equipment kept clean and in good repair; this includes cleaning and deep cleaning routines per schedule.
35. Coordinates CHAP training with appropriate IHS staff. Training may be conducted at CHAP training center in Anchorage, Alaska or other appropriate locations mutually agreed to.
36. Coordinates the preparation of the CHAP budget with the Tribal Health Director.
37. Determines the programmatic needs of the CHAP, evaluates current services and makes recommendations to the Family Nurse Practitioner and the Tribal Health Director, concerning needed changes.
38. Works with the Family Nurse Practitioner and the Tribal Health Director to set CHAP goals and objectives and to develop CHAP policies and procedures as needed.
39. Assures that all CHAP programs and projects conducted or planned by NTC are in compliance with all applicable Tribal, Federal and State laws and regulations.
40. After completions of the Alaska Native Tribal Health Consortium (ANTHC) Healthcare Provider Diagnostic Imaging Course, the CHA/P will follow the safety training covered in classes to perform the following;
 - a. Basic radiology studies of chest, extremities and shoulders
 - b. Filing
 - c. Medical requisition for radiology studies
41. CHA/p's will take X-Ray studies only after receiving orders from a Midlevel or Referral Physicians. X-Rays on non-beneficiaries may be taken in emergency situations only while a Licensed Medical Provider is in the NTCCC.
42. Become certified within six (6) months and maintain certification requirements per the CHAP Manual.

43. Provide monthly CHAP reports to the ANTHC CHAP using the Community Health Aide format.
44. Provide CHAP reports to NTC on a quarterly basis.
45. Attends NTC Board meetings to present information as requested.
46. Travels to attend meetings, other approved meetings and trainings as job requires and budget permits.
47. Transport Lab specimens to Soldotna/Kenai as needed.
48. Other duties as assigned or directed by the NTC Family Nurse Practitioner and/or the NTC Tribal Health Director.

STATEMENT OF QUALIFICATIONS:

- High School Graduate or Equivalent
- Currently certified CHA or CHP Preferred, however, training for certification will be made available as slots become open at training facilities and as scheduling permits. These training sessions are provided periodically throughout the year, depending on slot availability, in order to progressively increase certification from levels I, II, III, IV and finally to Practitioner.
- Must have interest and desire to provide health care.
- Must have minimum Emergency Trauma Technician (ETT), however, training can be made available.
- Basic Life Support (BLS) certification is required. ACLS, within 6 months of hire date.
- Must pass through a criminal background check with acceptable standards of character.
- Must have strong computer skills.
- Must have good writing, reporting, mathematics, and record keeping skills.
- Must pass pre-employment drug test, and will be subject to ongoing testing in accordance with NTC policies and procedures.
- Be available to travel and attend lengthy pertinent trainings as required and as the budget allows.
- NTCCC was established with a purpose of serving a primary population comprised of Alaska Natives and American Indians within the NTC geographical service area. Employees should have a thorough understanding of the cultures and the needs of the members, and of the general culture and needs of Alaska Natives and American Indians.

INDIAN PREFERENCE:

Indian Preference- In filling this position by initial appointment, promotion, transfer, reassignment, reinstatement, or any other personnel action, we are required by law, Indian Self-Determination and Education Assistance Act to give absolute preference in selection to candidates who are eligible for Indian Preference. For consideration under Indian Preference, proof is required.

OTHER:

This position will be under the direct supervision of the NTC Tribal Health Director. This position, as with all NTC positions, is subject to and under the direct authority of the NTC Policies and Procedures. The NTC is an alcohol and drug free workplace and alcohol and drug testing is required for employment. Employment is subject to the availability of funds.

APPLICATIONS:

Applications are available at the Ninilchik Traditional Council office building located across from the General Store in Ninilchik, 15910 Sterling Hwy., Ninilchik, AK 99639.

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