



KALTAG TRIBAL COUNCIL
12 E STREET/PO BOX 129
KALTAG, AK 99748
907-534-2224 PHONE
907-534-2299 FAX
KALTAGTRIBE@HOTMAIL.COM

COMMUNITY HEALTH AIDE PRACTITIONER
JOB DESCRIPTION

LOCATION	Kaltag, Alaska
SALARY	DOE
SUPERVISOR	Community Health Aide Practitioner Coordinator
JOB SUMMARY	Provides primary health care and emergency medical services to village residents. Provide community education and works in cooperation with other health care providers.

RESPONSIBILITIES

- Demonstrate professionalism and respect for the privilege to provide health care services to patients and community.
- Provide acute, chronic, emergent, and preventive health care services dependent on level of training. Obtain appropriate history and physical exam and implement plan of care using the community health aide manual and/or referral physician. With Basic CHA training, must demonstrate proficiency in clinical and physical exam skills to the level trained.
- With Basic CHA training, must demonstrate appropriate utilization of the Community Health Aide Manual. Complete required documentation per timely documentation policy with a minimum of 80% proficiency. Maintain E.H.R. and paper health records in an organized and efficient manner. All patient encounter documentation [including non-emergent after hours] will be completed in E.H.R. Documentation of emergency encounters will be entered into E.H.R. within 48 hours, sooner when possible.
- Report routine patient encounters during daily medical traffic to CAIHC referral providers as per the CHAM and medical standing orders. Urgent and emergent medical cases are to be reported per CHAM & TCC [medevac documentation to C/1 within 24 hours]. Arrange patient referrals as directed by referral provider.
- Ensure health protected information is kept confidential per Health Insurance Portability and Accountability Act of 1996 guidelines.
- Perform lab testing, documentation of results and quality control per TCC procedure and CUA standards.
- At clinics with x-ray technology, perform plain film radiology as indicated by referral provider.
- Provide emergency medical response when scheduled to be on-call. CHA-T must be on-call and respond with higher trained CHA/P.
- Facilitate care coordination including but not limited arrange approved patient travel and primary care outreach identified through daily medical traffic, maternal child health and other health maintenance initiatives.
- Support and facilitate utilization of technology in provision of service delivery to village-based patients. Conduct bi-monthly telehealth equipment check/mock patient visit if no real cases conducted.
- Work with a variety of health care professionals including but not limited to medevac crews, public health nurses, dental teams and all other TCC health program staff.



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- Perform clinic management duties to include but not limited to regular inventory and ordering of pharmaceuticals, medical and office supplies. Regular equipment inventory and follow-up for non-functional or missing items. Submit copies of required documents to the CHAP office bi-weekly or monthly as directed. Attend monthly program staff meetings and others as requested. As needed, facilitate a variety of administrative functions such as equipment trouble shooting and patient registration paperwork.
- Attend required training and continuing medical education as scheduled or directed. Must demonstrate ability to progress through basic training and credentialing process. Must pass and maintain EMS certification at the ETT level or higher. Must become eligible and maintain CHAP certification.
- Provide health education and disease prevention information to groups or individuals in the community. Advise community leaders on plans to solve public health or local disaster issues. When needed, facilitate dental fluoride program.
- Provide a monthly report (in person or written) to the Village Council. Report to include facility checklist, scheduled itinerant providers and CHA/P training. Attend Tribal Council and Tribal Council staff meetings when requested.
- Must perform a minimum of 8 patient encounters per month. If minimum patient encounters cannot be accomplished at home clinic, CHA/P will need to travel to a busier clinic or CAIHC quarterly to reach patient encounter volume expectations.
- CHA I, CHA II, CHA III, CHA IV will provide 7 days of CHA itinerant coverage in another clinic the region at the request of program. CH P's will provide 14 days of itinerant coverage in another clinic in the region at the request of the program per calendar year.
- Facilitate TCC efforts to support compliance with accreditation, OSHA and other regulatory standards including dress code in support of regulation and TCC policy.
- Must be able to work in close quarters with other staff. Expected to assist with new hire CHA orientation to the program and role in the community.

MINIMUM QUALIFICATIONS

- High school diploma or GED equivalent.
- Knowledge of Native culture and tribal structure.
- Knowledge of general office procedures and ability to operate standard office equipment.
- Ability to compute mathematical calculations for budget preparation and analysis.
- Previous grant writing experience preferred. Ability to organize and prioritize work and to meet deadlines.
- Previous supervision experience helpful.
- Must pass background check pursuant to federal Indian Child Protection and Family Violence Prevention Act requirements.

KNOWLEDGE, SKILLS, AND ABILITIES

1. Ability to pass TABE (Test for Adult Basic Education) at a 8th grade level [9A].
2. Ability to read, write and comprehend English and perform math computation.
3. Strong verbal, written, interpersonal, and analytical skills.
4. Must maintain strict patient and program confidentiality.



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PHYSICAL DEMANDS
Frequent travel to attend training sessions, sometimes lasting up to one month. Job incumbent must be able to lift and carry up to 50 pounds in support of equipment and supplies. Position requires recurring bending, stooping, kneeling, crouching, stretching, and reaching. Incumbent must be able to work accurately and efficiently in a busy and sometimes stressful situation. Required to deal with traumatic emergency situations. Work conditions may have limited facility amenities. Expected to continue perform duties in extreme inclement weather conditions.
SUMMATION
Position has high public contact making strong interpersonal and verbal communication skills essential. Must be able to communicate effectively with all patients and health care professionals..
SUBMIT APPLICATIONS VIA THE TANANA CHIEFS CONFERENCE WEBSITE