



# KIOWA TRIBE JOB OPPORTUNITY

The Kiowa Tribe of Oklahoma will be accepting applications for the following position.

<b>Position Title:</b> CHR Generalist	<b>Department:</b> CHR
<b>Opening date:</b> 02/27/25	<b>Closing date:</b> 03/13/25
<b># of vacancies:</b> 1	<b>Location:</b> Carnegie, Oklahoma

## **POSITION DETAILS:**

<b>Status:</b> Full-time	<b>Reports to:</b> CHR Director
<b>Classification:</b> Non-Exempt	<b>Salary Range:</b> \$12.00 - \$16.00 per hour
<b>Division:</b> Health and Human Services	

## **JOB SUMMARY:**

The CHR Generalist will work directly under the general supervision of the CHR Director and will perform in accordance with the established personnel policies and procedures of the Kiowa Tribe while maintaining the CHR/EMS Programs goals and objectives. The CHR Generalist will provide transportation to/from IHS or tribal hospital or clinic for routine, non-emergency care to clients residing within the Kiowa Tribe CHR Program service area. This position requires, at times, long hours on the road as well as at health care appointments. The CHR Generalist will assist clients with scheduling health care appointments, picking up and delivering medications, act as a liaison/advocate for clients, assist clients in finding outside resources for their Health Care needs, provide Health Education/Disease Prevention.

## **RESPONSIBILITIES:**

- Provide quality outreach health care services and health promotion/disease prevention services to American Indians and Alaska Natives who reside in the Kiowa Tribe service area.
- Perform liaison services between Indian community, tribal programs, and tribal facilities.
- Conduct basic individualized needs assessments and program surveys.
- Provide Health Education & Disease prevention education.
- Take Vitals, Blood Pressure, glucose Monitoring, and Knowledge of Normal/Abnormal readings.
- Help schedule medical appointments, transit arrangements, assist with medication refills as well as pick-up and delivery.
- Serve as a community liaison for connection of services for the Tribal community through outreach activities.
- Coordinate and deliver a wide range of community driven and culturally relevant health promotion and chronic disease prevention activities with the CHR department included but not limited to: Health fairs, fitness and wellness events, nutrition, diabetes awareness, and physical activity for all ages.
- Case management, support and advocate on behalf of patients.
- Prepare and maintain client files, keeping all in a confidential manner with patients.
- Preparing monthly reports.
- Develop and maintain confidential patient files.
- Document health education and community resources information given and received.
- Keep up to date on required certifications including CPR, First Aid and CHR Certification's.
- Work with staff to keep supplies, health education materials, program incentives, office equipment and other materials inventoried and organized.
- Keep phone log of incoming and outgoing calls.
- Perform other tasks as assigned.

**HOW TO APPLY:** Complete an employment application which is available online at: [kiowatribe.org/job-opportunities](http://kiowatribe.org/job-opportunities).

\*\*Submit completed applications to [hr@kiowatribe.org](mailto:hr@kiowatribe.org) or drop off at 100 Kiowa Way, Carnegie, Ok 73015.

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**QUALIFICATIONS:** Must possess a High School diploma or GED equivalent. At least 2 years work experience in a Health-Related field (previous CHR experience a plus). Possess good office and clerical skills.

**REQUIREMENTS:** Knowledge of HIPPA and understanding of confidentiality practices with relations to Health privacy laws. Must possess or obtain CPR and First Aid certification within 90 days of employment with CHR Program. Have the desire to work with and help meet the health and social needs of the community. Encourage and support community initiatives and activities to facilitate greater community education, responsibility, and involvement in health promotion. The ability to perform work under stressful situations. Good communication, writing and organizational skills. Follow oral and written instructions. Possess good social skills. Ability to work well with clients, medical staff, vendors and outside collaborations. Ability to work as a team member as well as self-directed.

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