



HOH INDIAN TRIBE

HUMAN RESOURCES

P.O. Box 2196, Forks, WA 98331
(360) 374-7771 • hr@hohtribe-nsn.org

Position Description

Job Title	Care Coordinator
Department	Health Services
Reports To	Health Clinic Director
Status	Permanent / Part time with potential of Full Time
Salary Range	DOQ
Location	Hoh Tribe Reservation and Usual and Accustomed Treaty Area of the Goodman, Hoh, and Kalaloch Basins

Summary

This position serves as a Tribal liaison and advocate for Tribal citizens regarding safety, health and wellness. The work involves regular interaction with the Tribal community and local health care agencies and organizations, accurate compilation of data and careful record keeping. This position provides care coordination of medical, behavioral health and long-term services and supports for individuals of all ages.

Responsibilities include health screening, providing health education and disease prevention information to Tribal citizens, planning and coordinating health education activities and working cooperatively with Health Department and Social and Community Services Department staff to plan and conduct activities that promote healthy lifestyles among the community. This position will work closely with the healthcare team and report to the Director of Health Services.

Duties and Responsibilities The duties of this position include, but are not limited to:

- Provide basic direct health services and health education to Indian community in their homes
- Determines eligibility for Tribal Citizens that are Medicaid eligible with chronic and complex medical and social needs, creates a personalized health action plan and provides ongoing monitoring of services, goals and objectives.
- Identifies gaps in care and helps to remove barriers
- Helps with post-hospital care
- Assists clients in making appointments and getting transportation (possibly transporting) to and from those appointments
- Helps connect clients to available community resources and benefits
- Keeps patient records up to date and maintain confidentiality of records in accordance with HIPAA law.
- Assists in the development, planning and facilitation of health-related events and programs for the community such as a health fair, diabetes prevention, heart health, exercise programs, etc. Attends Wellness Programs and assists community members as directed by supervisor.
- Attends workshops to remain educated in issues and information related to the health profession.
- Maintains current certification associated with job duties.

- Performs other related duties as required/assigned.
- Enter Case notes in Data System
- Support with medical coverage
- Assess potential hazards in the home and create safety plans
- Helps coordinate other care programs within the community
- Other duties as assigned

Skills and Specifications

- Previous experience providing basic health assessment and health related care is desirable.
- Ability to understand and relate to the unique health needs of a Native American Community.
- Knowledge of the cultural, social and economic characteristics of American Indian people.
- Must possess demonstrated written and verbal communication skills.
- Ability to work independently, meets deadlines, and prioritizes workload.
- Knowledge of basic nutrition and health guidelines and medical application procedures.
- Computer literate in MS Office and online data systems such as Word, excel, power point, Adobe, etc. and online data collection systems such as grant reporting systems or Electronic Health Record Systems
- Must adhere to the personnel policies and drug and alcohol policies.
- Must submit to and clear a pre-employment alcohol and drug test, and criminal background check

Education and Qualifications

- AA Degree required
- Experience in Health-related field
- Must obtain Nurse Assistant Certification, First Aid and CPR certification within six months of employment.
- Must obtain or have a Valid Washington State Driver's License with 90 days of hire
- High School Diploma or G.E.D. required

This position is covered by the provisions of the Crime Control Act of 1990, Subchapter V - Child Care Worker Employee Background Checks (42 U.S.C. 13041) and the Indian Child Protection and Family Violence Prevention Act of 1990 (25 U.S.C. 3201-3210). As such, each applicant will be required, as a pre-condition to employment, to submit to a 5-year criminal history background check, including fingerprinting.

Except as provided by the Federal Indian Preference Act, Title 25 USC 45 – 46, there will be no discrimination based on race, color, age, sex, sexual orientation, national origin, physical or mental handicaps, marital status, political membership or non-membership in an employee organization. If the applicants have equal qualifications, preference will be given to Native Americans and Alaskan Natives. Applicants claiming Indian preference must submit verification of Indian certification by tribe of affiliation or other acceptable documentation of Indian heritage. All other interested persons must submit complete applications to be considered for employment. All applicants are subject to employment drug and alcohol testing and a criminal background check. Some positions are subject to a review of the driver's license abstract.

TO APPLY: Download the Hoh Tribe Employment Application at www.hohtribe-nsn.org.

Submit a complete application along with a cover letter and resume containing three professional work references.

If claiming Tribal hiring preference, please include this in your cover letter and provide a copy of a CIB or Tribal ID.

Complete applications may be submitted electronically to hr@hohtribe-nsn.org via fax to 360-374-5426.

Or Application materials may also be mailed to the following address:

Hoh Indian Tribe
ATT: Human Resources
P.O. Box 2196
Forks, WA 98331.

For more information, please contact the Human Resources (360) 374-7771.