

**TUNICA-BILOXI TRIBE OF LOUISIANA
MEMORANDUM**

Job Announcement

DATE: July 1, 2025
FROM: Human Resources Department
RE: Community Health Representative

The Human Resources Department is currently taking applications for a Full-Time Community Health Representative in the Health Department. The attached position announcement must be posted ten **(10)** full days. **Applicants wishing to apply** should visit the Tunica-Biloxi website at www.tunicabioxi.org and click on 'Government' located on the top of the page, scroll down to Departments, then Human Resources. This position should be posted internally until July 11, 2025, at 4.00 p.m.

Date and hour posted: _____ : _____. m.

Date and hour removed: _____ : _____. m.



COMMUNITY HEALTH REPRESENTATIVE

Job Title: Community Health Representative	Department: Health
Reports to: Health and Human Services Manager	Employment Status: Full-Time
Classification: non-exempt	Salary Range: \$15 to \$25/hour
Supervisory Status: non-supervisory	Revision Date: June 2025

Summary:

The Community Health Representative (CHR) is a community health worker who will provide direct support to community health needs by assisting the Health and Human Services Manager and case management activities of the Health Department. This includes case coordination, referrals and social needs supports. This is a public health focused role, but, when needed, can also provide support to the direct clinical care, treatment, and general welfare of the Tunica Biloxi Tribe citizens and community members. The CHR is a non-clinical role, that can also assist in the provision of clinical and community healthcare in an ambulatory care team setting including working with and engaging community partners and members for support systems, services and activities. The CHR will promote the health and wellness of community citizens.

Essential Duties and Responsibilities:

- Assists case management and clinical service teams in coordinating care and services for tribal citizens in crisis and social service interventions including providing applicable referrals for individuals, groups, or families sensitive to a multi-cultural community.
- Assists in initial assessments of patient situations to determine needs and goals.
- Assists in development and implementation of effective treatment and service plans that apply case management and treatments to address identified needs, problems, and behavioral/emotional reactions of patients and families.
- Assists case management and clinical teams in implementation of protocols, procedures, and programs to improve overall health and safety of staff and the community.
- Coordinates patient intake and greeting, including in person or electronic communications, such as telephone, email, or front desk encounters with community members.
- Assists with front desk operations including greeting patients, families, community members and partners as well as taking phone calls.
- Completes service and appoint reminders for patients, staff, and clinicians, as needed.
- Develops and facilitates health and wellness teachings and counseling to promote, attain, and maintain the optimum health level of patients, as delegated.
- Participates in work groups, teams and/or committees and supports the facility performance improvement activities and organizational goals.
- Establishes constructive relationships with community partners and individuals to promote health and wellness programs and activities.
- Ensures that supplies are available, in advance, to provide the required services or treatments by completing inventory reports.
- If licensed, may collect data and collaborate in the assessment of patient health status by aiding with patient flow by taking vital signs, reviewing medical history, collecting specimens,

administering medication, injections, including vaccinations under the direct supervision of the Nurse Practitioner

- Completes all other duties as assigned.

Competencies:

- Knowledge of available health care and health maintenance programs and resources
- Knowledge of case management principles, practices, and procedures, particularly around behavioral health and substance use disorders.
- Ability to apply sound judgment in patient care management decisions.
- Ability to demonstrate proficiency and communicate effectively with patients to understand concerns and evaluate health conditions.
- Demonstrate a working knowledge of clinical standards and patient-centered care.
- Maintains professional knowledge and skills by attending appropriate continuing education programs.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

- A professional degree or credential such as a Certified Nursing Assistant certificate, Licensed Practical Nurse license, or college degree is required.
- Minimum of three (3) years of experience in a related community health, case management or clinic setting.
- Experience in social work, behavioral health or substance abuse services is required.

Certificates and Licenses:

- For any license or credential, any disciplinary findings, actions, or judgements made against an applicant must be completed in good standing with the appropriate advisory board; written explanation and justification of any findings must be provided upon request, before hire can be made.
- HIPAA certification required.
- Current AED, CPR, and/or BLS certification required.
- Must possess a valid State Driver's License and be insurable to drive company vehicles.
- Must successfully pass a criminal background check.

Supervisory Responsibilities:

This job has no supervisory responsibilities.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is in an office setting with a noise level that is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This work requires walking, sitting, standing, reaching, and bending. Must be able to lift up to 5-10 lbs.

This is not an exhaustive list of all duties and responsibilities associated with it. The Tunica Biloxi Tribe of Louisiana reserves the right to amend and change responsibilities to meet business and organizational needs.

PREFERENCE WILL BE GIVEN TO QUALIFIED NATIVE AMERICAN INDIANS. Proof of tribal citizenship is required to be deemed preference eligible.