



Jason S. Walker
Chairman

Bradley J. Parry
Vice Chairman

NORTHWESTERN BAND OF THE SHOSHONE

2575 Commerce Way, Ogden, Utah 84401

Job Title: Community Health Representative

Position Summary:

The Community Health Representative (CHR) plays a vital role in coordinating and supporting Tribal health programs, particularly in Purchased and Referred Care (PRC) services. This position provides technical assistance, policy interpretation, and program oversight to ensure compliance with PRC regulations and effective service delivery. Additionally, the CHR supports health education initiatives, including Medicare/Medicaid enrollment and outreach, to improve community health outcomes.

Key Responsibilities:

Purchased and Referred Care (PRC) Services Coordination:

- Provide consultation and technical assistance on PRC services to support Tribal health programs.
- Interpret and apply PRC regulations, policies, and allocation methods.
- Respond to inter-governmental inquiries regarding PRC concerns, service areas, and beneficiary access.
- Assist in staff orientation, data collection, quality assurance, and overall PRC program management.

Health Education & Outreach:

- Develop and implement health education programs to promote wellness and disease prevention.
- Conduct outreach efforts to increase community awareness and participation in healthcare services.
- Assist individuals with Medicare/Medicaid enrollment and provide guidance on available benefits.
- Collaborate with healthcare providers and community organizations to enhance health education initiatives.

Qualifications:

- **Education:** Minimum of an Associate degree required; Bachelor's degree preferred in Public Health, Healthcare Administration, or a related field.
- **Experience:** Experience in healthcare coordination, patient advocacy, or health education.
- **Knowledge:** Understanding of PRC regulations and Tribal health programs preferred.
- **Skills:** Strong communication, organizational, and problem-solving skills.
- **Cultural Competency:** Ability to engage with diverse populations and provide culturally competent care.
- **Additional Requirements:** Must possess a valid driver's license and reliable transportation. Employment is contingent upon the successful completion of a background check and drug screening.

Standards of Conduct

- Consistently demonstrate professional behavior, integrity, and impartiality appropriate to the responsible and confidential nature of this position.
- Maintain a neat, casual, and professional appearance during normal business hours.
- Effectively plan, organize, and schedule workload to meet deadlines and organizational needs.
- Maintain a clean, safe, and well-organized office environment.
- Exercise good judgment, initiative, and accountability in the performance of duties and responsibilities.
- Foster a cooperative and respectful working relationship with all levels of management, colleagues, and NWBSN staff.

This position is integral to ensuring equitable healthcare access and improving the overall well-being of the community.

Compensation

- Hourly Rate: \$20 – \$25 per hour, depending on experience and qualifications.
- Includes a competitive benefits package

Tribal Preference Statement:

In accordance with applicable Tribal and federal laws, preference in hiring will be given to qualified Native American and Alaskan Native applicants.



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Drug-Free Workplace:

This organization maintains a drug-free workplace. Employees may be subject to pre-employment and random drug testing in accordance with applicable policies and regulations.

Physical Demands and Work Environment

This role is primarily office-based and involves frequent use of a computer and other standard office equipment. Essential tasks include extended periods of sitting or standing, regular communication with others, and repetitive hand and wrist movements. The position may require community visits to tribal members, occasional local travel, limited walking, stair climbing, stooping, and brief outdoor activities. Reasonable accommodation will be made to enable individuals with disabilities to perform these essential functions.

Application Instructions:

Interested applicants should email a resume and cover letter to **Michelle Richards** at mrichards@nwbsshoshone.com