



CANONCITO BAND OF NAVAJOS
HEALTH CENTER

PO Box 3338 / 129 Medicine Horse Drive – To'Hajiilee, NM 87026 INC.
Phone (505) 908-2307 / Fax (505) 908-2310

HEALTH EDUCATOR

Position Description

Department:	Diabetes Program
Job Code:	
Pay Range:	
Hours/Week:	40 hours
Position Type:	Full-Time/Temporary (6 months)

Reports To (Title):	Chief Community Health Officer
Classification:	Non-Exempt
Effective Date:	February 04, 2022
Revised Date:	May 6, 2024

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of the Canoncito Band of Navajos Health Center Inc. (CBNHC) are expected to conform to the following:

- Uphold all principles of confidentiality and patient care to the fullest extent.
- Adhere to all professional and ethical behavior standards of the healthcare industry.
- Interact in an honest, trustworthy and dependable manner with patients, employees and vendors.
- Possess cultural awareness and sensitivity.
- Maintain a current insurable driver's license.
- Comply with all CBNHC policies and procedures, as well as all applicable laws.

POSITION PURPOSE

The Health Educator provides direct and indirect healthcare services work with the Special Diabetes Program for Indians (SPDI) to support diabetes treatment and prevention services; provides non-emergency medical services, health promotion and disease prevention services and general outpatient healthcare.

SUMMARY OF ESSENTIAL DUTIES, FUNCTIONS AND RESPONSIBILITIES

- Provides direct and indirect healthcare services with the Special Diabetes Program for Indians (SPDI) to support diabetes treatment and prevention services; provides non-emergency medical services, health promotions and disease prevention and general outpatient healthcare.
- Provides education, health screenings assistance in personal care to clients in home, clinic, or office including simple dressing changes, blood pressure readings and blood glucose level monitoring and training.
- Provides Navajo/English languages interpreter/translator services for patients with Diabetes at the medical facilities for appointment scheduling, medication and medical procedure information.
- Serves as a client advocate for clients and patients in arranging appointments, completing medical-related forms, and making arrangements for transportation.
- Conducts home visits to monitor patients with diabetes in compliance with medical referrals from the Provider; monitors and evaluates diabetes care plans established in compliance.
- Provides clinic or home visits to diabetic patients to support and create individualized behavior change or self-management skills.
- Translates medical instruction on the proper use of medication, and provides counseling on ways to improve specific areas of home health care, eye care, foot care, nutrition, physical activities, and safety.
- Provides clinical services through home visits in coordination with the Registered Nurse, Nurse Manager, Physician, and other clinical staff.
- Delivers medication or medical supplies upon request of the patient, clinic, and other health professionals
- Serves as a diabetes education liaison for the community, providing diabetes education to community members and diabetes health education support services to the local programs and community.
- Coordinates activities of program with inter-related activities of other programs, departments, or staff to ensure optimum efficiency and compliance with appropriate policies and procedures and specifications.



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HEALTH EDUCATOR

Position Description

- Prepares and maintains document as required, such as, but not limited to, reports, forms, client records and files, contracts, surveys, audits, etc.; maintain routine reporting and recordkeeping services by providing information which includes patient condition, history, treatment, and vital signs.
- Maintains inventory of medical equipment and supplies.
- Attends meetings, conferences, and trainings in order to improve job knowledge and skills.
- Performs other duties, as assigned.

MINIMUM MANDATORY QUALIFICATIONS

Experience

- One-year experience in community health, health education or other health-related field.

Education

- High school diploma or General Equivalency Diploma (GED)

Certifications

- First Aid and CPR certification
- Basic Diabetes Certifications; Community Health Representative basic training certification; or ability to obtain basic certification and training within 90 days of hire date; maintained throughout employment

Mandatory Knowledge, Skills, Abilities and Other Qualifications

- Basic knowledge of medical terminology, anatomy, physiology, and health concepts to provide health education in the home and schools.
- Understanding and knowledge of HIPAA, PHI, and patient privacy regulations.
- Knowledge of the principles, practice, and standards of care of diabetes health promotion, disease prevention, and treatment.
- Knowledge of traditional Navajo customs and traditions.
- Ability to communicate efficiently in order to facilitate treatment and relay information to others.
- Ability to write clear, legible, accurate, and concise reports, treatment plans, etc. in order to enhance the quality of treatment delivery, findings and to comply with policies and procedures.
- Knowledge of applicable Federal, State, County, and Tribal laws, regulations, and legislation.
- Knowledge of the principles, methodologies, and applicability of community, National, and local health-related issues.
- Proper techniques for documentation of examination and treatment information.
- Knowledge of Microsoft Office software and other software applications related to duties.
- Must be able to carry out essential duties, functions and responsibilities as detailed above.
- Good communication skills, both verbal and written.
- Providing customer services in the most cost effective and efficient manner.
- Records management principles and practices.
- Preparing clear and concise reports, records of work and other written materials.
- Using initiative and independent judgment within established procedural guidelines.
- Organizing, prioritizing and coordinating work activities, coordinating multiple activities and meeting critical deadlines.
- Detailed-oriented and able to work in a fast-paced environment.
- Techniques for dealing with variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.
- Ability to speak to groups and individuals in a variety of settings and to present educational programs and workshops.



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HEALTH EDUCATOR Position Description

PREFERRED QUALIFICATIONS

- Bilingual skills in English and the Dine language
- Prior experience working with Indian Health Services (IHS), a Tribe, or a Tribal healthcare organization.

WORK ENVIRONMENT

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. This position may be exposed to certain health risks that are inherent when working within a health center facility, such as potential exposure to hazardous chemicals, sharps and infectious body fluids. Work is performed in a variety of settings including large meeting rooms, auditoriums, classrooms, outdoors or in an office environment with moderate noise level. Situations where extreme caution must be exercised sometimes occur when contacting individuals at home. Evening, weekend and/or holiday work will be required; may be on call for emergencies. Travel is required for training, meetings, conferences, presentations and other events.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk and hear. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Taking and hearing are essential to communicate with patients, vendors and staff.

Mental Demands

There are a number of deadlines associated with this position. The employee must also multi-task and interact with a wider variety of people on various and, at times, complicated issues.

OTHER

- All employees must uphold all principles of confidentiality, HIPAA and patients care to the fullest extent. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination.
- *Disclaimer:* The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualification required of employees assigned to this position. Employees will be asked to perform other duties as needed.

APPLICATION INSTRUCTIONS

- Read instructions prior to completing application form; incomplete applications will not be considered.
- Submit an application, resume and letter of interest to one of the following methods:
 1. E-mail to Humanresources@cbnhc.org
 2. Mail to Canoncito Band of Navajos Health Center Inc., ATTN: Human Resources, P.O. Box 3338, To'Hajiilee, NM 87026
 3. Deliver to the CBNHC Human Resources Office, 129 Medicine Horse Dr., To'Hajiilee, NM 87026
- For more information, contact Berlin Rodriguez at (505) 908-2307 ext. 119

Canoncito Band of Navajos Health Center Inc. is a Navajo Preference Employer. As required by the Navajo Preference in Employment Act, preference will be given to qualified Navajo applicants. If there is no qualified Navajo applicant, preference will be given to qualified American Indian applicants consistent with the Indian Self-Determination Act Indian preference provision.