

KEWEENAW BAY INDIAN COMMUNITY

2026 TRIBAL COUNCIL

EVERETT EKDAHL, JR., President
TONY LOONSFOOT, Vice President
ELIZABETH "LIZ" JULIO, Secretary
TONI J. MINTON, Assistant Secretary
DALE F. GOODREAU, Treasurer

Keweenaw Bay Tribal Center
16429 Beartown Road
Baraga, Michigan 49908
Phone (906) 353-6623
Fax (906) 353-7540

THEODORE "AUSTIN" AYRES
DOREEN G. BLAKER
ROBERT "R.D." CURTIS, JR.
SUE ELLEN "SUZIE" ELMBLAD
RODNEY LOONSFOOT
SAM LOONSFOOT
MATHEW SHALIFOE, JR.

COMMUNITY HEALTH WORKER

One (1) full-time, Non-Exempt position
(Dependent on Grant Funding)

ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED BY THE CLOSING DATE OR THE APPLICANT WILL NOT BE CONSIDERED FOR EMPLOYMENT

- Completed Keweenaw Bay Indian Community application
- Current Resume'
- Cover Letter
- Minimum of three (3) Letters of Recommendation
- Copy of HS Diploma/GED
- College Transcripts
- Copy of valid, unrestricted driver's license
- Documentation of CPR certification, if applicable
- Must provide a satisfactory Child Abuse/Neglect Central Registry clearance from the Michigan Department of Health & Human Services (DHHS)
- If you are American Indian, you must attach a copy of tribal enrollment or proof of direct descent
- If you are a Veteran, you must attach a copy of your DD214

Keweenaw Bay Indian Community
Personnel Department
16429 Beartown Road
Baraga, MI 49908
906-353-6623, ext. 4175 & 4176
Fax: 906-353-8068
Email: personnel@kbic-nsn.gov

LAKE SUPERIOR BAND OF CHIPPEWA INDIANS

"Home of the Midnight Two-Step Championship"

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POSITION DESCRIPTION

POSITION:

COMMUNITY HEALTH WORKER

Full-time, Non-exempt position
Dependent on Grant Funding

LOCATION:

Donald A. LaPointe Health & Education Facility
Baraga, MI 49908

SUPERVISORY CONTROL: Community Health Coordinator

SALARY:

GRADE 8 (minimum starting wage = \$20.21/hour)

SUMMARY:

Responsible for assisting patients with a variety of care coordination activities based on patient need. Basic functions will include helping patients to navigate and be connected to KBIC Health System and community resources to help eliminate barriers to care.

QUALIFICATIONS:

- Must possess an Associate's Degree (or at least 60 semester college credits) in a health-care related field. If not currently certified as a Community Health Worker, must obtain certification within 12 months of hire.

OR

- Must have a High School Diploma, and three (3) years of full-time work experience in a healthcare-related field **OR** a combination of secondary education and full-time work experience totaling three (3) years, in the healthcare-related field. *If not currently certified as a Community Health Worker, must obtain certification within twelve (12) months of hire.*
- Must have basic knowledge of Indian Health Programming and the local Tribal community.
- Must have working knowledge of general office and clerical practices and possess excellent organizational, verbal, and written skills.
- Must possess proficient computer skills and working knowledge of Microsoft Office software (Word, Excel, Outlook).
- Must possess a valid, unrestricted state driver's license and must be insurable to operate fleet vehicles.
- Must be willing to occasionally work evenings and weekends.
- Must be willing to travel, as needed.
- Must be CPR/First Aid certified or obtain within 90 days of hire.

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- Must be able to obtain a satisfactory clearance in accordance with the Indian Child Protection and Family Violence Prevention Act Background Investigations Policy.
- Employment is contingent upon the satisfactory result of a Security Background Check, pre-employment drug screening, and a pre-employment physical.

MANDATORY ANNUAL REQUIREMENTS:

- CPR Certification/Review
- Universal Precautions
- TB Skin Test
- HIPAA Training

INDIAN PREFERENCE: Preference will be given to qualified individuals of American Indian descent.

VETERAN PREFERENCE: Preference will also be given to Veterans who do not have bad conduct or dishonorable discharges (need DD214).

DUTIES AND RESPONSIBILITIES:

1. Communicates with patients, families, and providers to keep the entire team focused on meeting patient-centered care goals.
2. Encourages and supports patients to make concrete steps toward promoting their health and managing chronic illness.
3. Offer appropriate suggestions and insights to providers for bridging barriers to goal achievement.
4. Communicates with a specified number of patients on scheduled basis both in person (clinic) and via phone.
5. Works within his/her scope of work by referring patients to appropriate clinic resources as nursing (front desk, community health, transporter, etc.).
6. Schedules, problem solves, communicates, and coordinates referral appointments for preventive services with in-house and outside specialists per provider orders.
7. Answers, responds to, and documents phone calls, requests, and questions from patients and external providers promptly. Calls must be accurately managed or redirected as appropriate.
8. Tracks and enters all assigned referral requests per the KBIC Health System process.
9. Increases patient attendance to specialty appointments by routinely making reminder phone calls in advance of appointments with providers.
10. Maintains an accurate record of external referral appointments that are kept, failed, and rescheduled within a referral tracking log; follows up within seven (7) days to ensure that all reports for kept appointments are available to the ordering provider promptly.
11. Reschedules missed specialty appointment as indicated; coordinates follow-up with primary care services per provider request.
12. Responds to in-house provider questions, requests, and concerns regarding the status of patient referrals, care coordination, or follow-up status.

13. Conducts reminder calls to ensure the patient follows up with post-specialty care.
14. Assists with running reports for referrals out and presents them to providers every quarter.
15. Maintains culturally specific educational material in the clinic, including: cancer, obesity, nutrition, physical activity, community resources, etc.
16. Works collaboratively with the medical team to ensure that patients have comprehensive and coordinated care. Follow-up with patients should be continuous from initial identification through closure.
17. Works with other staff members to set up training on recommended guidelines of care for preventive screenings, etc.
18. Must be familiar with and adhere to office policies and procedures, including patient confidentiality and HIPAA requirements.
19. Attends all mandatory education programs and department-specific trainings and demonstrates proficiency related to safety, job-related hazards, and regulatory compliance.
20. Understands and follows KBIC Health System procedures for exposure control/blood-borne and airborne pathogens.
21. Provide transportation for patients to medical appointments per KBIC DHHS transportation policy.
22. Maintain transportation log and schedule.
23. Keep the vehicle clean and help ensure that maintenance for the transport vehicle is completed.
24. Other duties assigned by supervisor.

This position announcement summary is intended to indicate the kinds of tasks which will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position will be. It is not intended to limit or modify the right of the supervisor to assign, direct and control the work of this position, nor to exclude other similar duties not mentioned. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level difficulty.

Distribution Date: June 22, 2026

Closing Date: July 8, 2026 at 4:00pm

TERO Approval: <u>Deborah Picciano</u> Reviewed for Barriers only! Date: <u>6/22/2026</u>
