

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

Keweenaw Bay Indian Community does not discriminate based on race, color, national origin, sex, religion, or age in employment. However, individuals of Indian Ancestry and Veterans will be given preference by law

LAKE SUPERIOR BAND OF CHIPPEWA INDIANS

"Home of the Midnight Two-Step Championship"

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POSITION DESCRIPTION

THEODORE "AUSTIN" AYRES
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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 how the KBIC Health System functions in regard to funding, patient care, and patient demographics related to health issues (diabetes, cardiovascular disease, cancer, etc.).
- Must have basic knowledge of the Tribal Community, understanding our cultural values, traditions, and overall community resources available.
- 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.

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- Must be willing to travel, as needed.
- Must be CPR/First Aid certified or obtain within 90 days of hire.
- 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. Communicate effectively with patients, families, and healthcare providers to support patient-centered care and achievement of established health goals.
2. Encourage, educate, and empower patients to take active steps toward improving their health and managing chronic conditions.
3. Provide appropriate feedback and recommendations to healthcare providers to help identify and address barriers to patient goal achievement.
4. Maintain regular communication with an assigned patient population through scheduled in-person clinic visits and telephone outreach.
5. Work within the Community Health Worker scope of practice by connecting patients with appropriate clinic and community resources, including nursing, front desk staff, transportation services, and community health programs.
6. Coordinate, schedule, and facilitate referrals for preventive and specialty services with internal departments and external providers in accordance with provider orders.
7. Respond promptly to patient and provider phone calls, requests, and inquiries while accurately documenting all communications and routing concerns to the appropriate staff as needed.
8. Process, track, and document all assigned referral requests according to KBIC Health System policies and procedures.
9. Improve patient attendance at specialty appointments by providing timely appointment reminders and addressing barriers to attendance when appropriate.
10. Maintain accurate referral tracking records, including completed, missed, and rescheduled appointments. Follow up within seven (7) days of completed appointments to ensure consultation reports are received and made available to the ordering provider.

- 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.*

TERO Approval: [Signature]
Reviewed for Barriers only!
Date: 7/30/2024