

PERSONNEL



PO Box 167
Concho, OK 73022
405.422.7498
Fax 405.422.8222

VACANCY ANNOUNCEMENT

POSITION: Generalist
PROGRAM: Community Health Representatives (CHR)
DEPARTMENT: Health
STATUS: Full Time
LOCATION: Within the Cheyenne Arapaho Tribal Service Area
ISSUE DATE: October 15, 2025

OPEN UNTIL FILLED

DESCRIPTION:

Under the direct supervision of the CHR Program Director, acts on behalf of the Cheyenne Arapaho Tribes as a Community Health Representative (CHR) to be an advocate and facilitator for individuals and families to gain access to comprehensive health care services. To provide a continuum of services to the population through health education, referral/case management, client monitoring, client care, homemaker services, transport services as deemed necessary, follow-up and provision of support services. To serve as a facilitator in the implementation of community, family, individual health and treatment plans and provide supporting services designed to enhance the quality of life for the people they serve.

DUTIES AND RESPONSIBILITIES:

- Must pass a physical and be in good physical condition
- Must be able to lift 50 pounds
- Must be able to work outside of 8:00 am to 5:00 pm as needed
- Must be able to be on holidays and tribal closure dates
- Must be able to utilize a computer, I-pad, telephone and e-mail system
- Must be able to work under stressful conditions
- Must keep necessary records protected through maintaining confidentiality
- Must complete yearly training on the IHS education website for CHR's
- Must have immunizations up to date
- Must be competent in vital sign process
- Must be willing to obtain and maintain CPR/basic life support certification
- Must work to obtain Certification in First Responder within 12 months of employment
- Maintain work vehicle responsibly and follow vehicle policies.

- Work vehicles must be kept clean, neat and disinfected before and after client transfers
- Submission of daily PCC, mileage/maintenance records, fuel/maintenance receipts on the scheduled submission time frame.
- Must be willing to advance in knowledge and learn new processes as the call for increased knowledge due to changing health care needs to maintain health and wellness
- Must complete other tasks as assigned

QUALIFICATIONS:

- Cheyenne Arapaho Tribal member preference
- Must have minimum of high school diploma or GED
- Valid Oklahoma state Driver's license and must be insurable
- Must maintain a clean driving record
- Must Pass OSBI background check
- Must pass a pre-employment drug screening process and be subject to random drug testing
- Must possess the ability to communicate effectively both orally and written.
- Must be able to attend Basic CHR training and First Responder training, National CPS certification and other necessary training to keep certification up to date
- Must own reliable vehicle and cell phone

SALARY: Negotiable, depending on qualifications and experience.

APPLICATION PROCEDURE: Submit Tribal Application, Resume, Transcripts, Diploma, Certifications, License and CDIB to:

Cheyenne-Arapaho Tribes of Oklahoma

Personnel Department

P.O. Box 167

Concho, OK 73022

Or e-mail: atisdale@cheyenneandarapaho-nsn.gov

Office (405) 422-7498

Fax (405) 422-8222

Toll Free 1 (800) 247-4612 ext. 27498



To view all our current vacancy announcements, please visit our website at: www.cheyenneandarapaho-nsn.gov