



<b>Position:</b>	Community Health Representative
<b>Location:</b>	Sokaogon Chippewa Health Clinic
<b>Hours:</b>	Full-time, 40 hours per week
<b>Salary:</b>	Commensurate with Education/Experience
<b>Reports to:</b>	Community Health Nurse Manager

#### About Us:

*The Sokaogon Chippewa Health Clinic, located in Mole Lake, WI is an integral and essential part of the Sokaogon Chippewa Community and the surrounding areas. Located in the beautiful Northwood's of Wisconsin, surrounded by acres of tall trees, rolling hills, wild rice filled lakes and clear crisp rivers, The Sokaogon Chippewa Community, a band of Lake Superior Chippewa, is a Sovereign Tribe with a rich history of protecting the environment and embracing the beauty of their native culture.*

#### Job Summary:

*The Community Health Representative (CHR) Under the direction of the Community Health Nurse/Manager (CHN/M), the CHR works closely with medical providers, public health nurses, and Tribal departments to provide care coordination, system navigation, and connection to resources for community members. The CHR conducts outreach, education, and other public health activities that promote the health and wellness of community members of all ages. Provides social support, informal counseling, and advocacy for individual and community health needs. Provides direct services such as health screening and first aid.*

#### Duties and Responsibilities:

- Participates in community assessment to develop a plan of action.
- Supports CHN/M in collecting data in a systematic and organized manner, i.e., demographic, immunization, etc.
- Recognizes signs and symptoms of major illness categories and advises Community Health Nurse.
- Coordinates patient care activities related to physician and other medical staff orders to ensure continuity of care.
- Collaborates with individuals, families, communities and local, state, and federal systems.
- Assists in determining priorities for targeted interventions; designs interventions to mobilize resources for action.
- Collaborates in the development and use of policies and plans that support individual, family, and community health efforts.
- Must be able to plan and coordinate community events.
- Shares health information and collaborates with patients/families and other community resources.
- Provides health information to individuals, families and community groups in various settings, i.e., school, or community clinics (flu).
- Consults with CHN/M, i.e., case management with health care providers.
- Participate in assessing, planning, and coordinating Community Health services.
- Participates in continuous evaluation of programs and services, and performance improvement.
- Use culturally relevant practices.
- Participates in staff and committee meetings, in-service education programs and quality improvement studies and activities.
- Must have a working knowledge and be able to adhere to all tribal ordinances, policies and procedures, EPA permitting process, THPO permitting process and any other regulations that are applicable to the grant projects.
- Must be able to work nights and weekends for certain events, travel, etc.
- Perform other duties as assigned.

**Qualifications** (*Education, Experience, Knowledge, Skills, Abilities*):

- HS or GED required
- Current CPR certificate preferred.
- One year of experience in a health setting preferred (may include internship).
- Must have the ability to communicate effectively orally and in writing; and the ability to follow oral and written instructions.
- Must possess sufficient written and verbal communication skills to be able to interact with medical professionals, vendors, and agencies in a professional manner, developing rapport and enhancing business relationships.
- Must have the ability to work in an independent and self-directed manner.
- Must be willing and accept supervision and can follow directions.
- Must possess skill in using computers and other office equipment; in composing correspondence; managing filing systems; gathering and summarizing information; and in planning, organizing, prioritizing, and executing complicated and continuing assignments.
- Experience with and the ability to operate Microsoft Office software is required.
- Experience working with electronic health records (EHR) computer system is preferred.
- Must have the ability to maintain confidentiality and handle sensitive matters with discretion and tact.
- Must have complete HIPPA and Bloodborne Pathogens training.
- Knowledge of the Sokaogon Chippewa Community and culture preferred.

*Pre-employment/random drug tests and a background check will be required for this position.*

**Native American preference is granted according to PL 93-638**

**Submit completed applications and resumes to:**

**Sokaogon Chippewa Health Clinic**

**Human Resources Department**

3144 VanZile Rd

Crandon WI 54520

(715) 478-5180 Ext. 4239

Email: [scott.jackson@scc-nsn.gov](mailto:scott.jackson@scc-nsn.gov)

**Posting Date: 6 November 2025**

**Closing Date: Until Filled**