



COMMUNITY HEALTH REPRESENTATIVE

JOB DEFINITION WORKSHEET



Name: _____ **Location:** _____ **Sheet 1 of 4**

Responsibility: Participates in Public Health Programs and Health Services

Task	Standards	Targets / Expectations	Authority / Decision Level
1. Participates in maternal and child health programs	<ul style="list-style-type: none"> • Conducts pre-natal and post-natal clinics with Community Health Nurse • Conducts immunization clinics with Community Health Nurse • Conducts chronic disease clinics with Community Health Nurse • Collaborates with school officials and the local education authorities to implement NWT School Health Program 		
2. Provides health services to residents of the community	<ul style="list-style-type: none"> • Makes home visits for case-finding, follow up and monitoring/recording of general health conditions • Teaches pre-natal, post-natal classes with Community Health Nurse • Teaches one-on-one teaching classes on infant and child health, general hygiene, specific community health problems with Community Health Nurse • Provides basic counseling and prompt referral services to the residents of the community • Makes school visits with the Community Health Nurse to do mass screening and conduct health appraisals of students, follow up referrals • Attend teacher/health team conferences • Promotes a healthy, safe environment in the home, school, workplace and recreation facilities • Interprets for clients and the Community Health Nurse during home visits and emergencies 		



Name: _____ **Location:** _____ **Sheet 2 of 4**

Responsibility: Participates in the delivery of treatment and general patient care

Task	Standards	Targets / Expectations	Authority / Decision Level
1. Provides emergency and first aid care	<ul style="list-style-type: none"> • Provides emergency and first aid to persons with acute health problems or trauma either as a frontline person, or with the Community Health Nurse 		
2. Provides health services	<ul style="list-style-type: none"> • Uses basic teaching skills and provides patient instruction ie. the safe administration of medications • Provides support to patients admitted for observation and referral and liaising between the patient, the family and the health care team • Conducts simple blood and urine test and taking/developing x-rays of chest and extremities • Assists with arrangements for transportation of patients referred to hospitals, specialists, etc. 		



Name: _____ **Location:** _____ **Sheet 3 of 4**

Responsibility: Develops and Delivers Health Education Materials

Task	Standards	Targets / Expectations	Authority / Decision Level
1. Prepares health teaching and educational materials	<ul style="list-style-type: none"> • Collaborates with local Health Committee and Supervisor, Health Programs to research, organize, edit, and prepare for translation, teaching materials produced by local initiative • Assists interpreters in preparation of educational material in the appropriate language/dialect • Collaborates with local Health Committee and Supervisor, Health Programs in the preparation of radio and television talk shows 		
2. Promotes and demonstrates good health practices	<ul style="list-style-type: none"> • Appears on community radio and television shows on regular and emergency health matters • Organizes, plans, conducts and evaluates basic health education sessions to address health issues identified by the community, ie. Family Life education • Demonstrates and teaches dental hygiene as required 		



Name: _____ **Location:** _____ **Sheet 4 of 4**

Responsibility: Performs Other Related Duties

Task	Standards	Targets / Expectations	Authority / Decision Level
1. Performs other related duties	<ul style="list-style-type: none"> • Provides crisis management services to clients and families together with the Supervisor, Health Programs • Develops and maintains active working relationships with other agencies involved in community health and well-being • Attends refresher courses and upgrades on an ongoing basis • Provides first, support and guidance to victims in a disaster • Assists in massive screening and immunization programs and epidemics • Instructs CPR/AR and First Aid 		