



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
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VACANCY ANNOUNCEMENT

POSTING NO: 148-16

OPENING DATE: 12/09/2016
CLOSING DATE: CONTINUOUSLY
ACCEPTING APPLICATIONS
POSTED WITHIN PUEBLO ONLY

POSITION: Personal Care Service Aide
PAY GRADE: NE2 \$8.67/hr. (Occasional/No Benefits/Up to 40 hours per week)
FLSA STATUS: Non-Exempt
DEPARTMENT: Elderly Program
REPORTS TO: Personal Care Services Manager

This position is located at the Pueblo of Elderly Program, Isleta, New Mexico. The position is responsible for providing overall support and personal care services to a PCS Client in the comfort of their home and help them maintain the highest level of independence.

Minimum Qualifications/Requirements:

- High School Diploma or GED, Must be 18 years of age or older
- Must have Food Handlers and First and CPR Certification within 30 days of employment
- Ability to speak Tiwa is preferred

Knowledge, Skill and Ability Requirements: Describe how you obtained these Knowledge's, Skills and Abilities.

- Knowledge of how to follow client's IPOC-Individual Plan of Care
- Skill in assisting in bathing/showering/toileting, washing hair, skin care, feminine hygiene, getting dressed, combing/brushing hair
- Ability to perform house work such as vacuum, sweep, mop, dust, make bed, wash/fold/dry/put away laundry

Other Requirements:

Individual selected is subject to the following:

- Employee may be exposed to unpleasant odors, bodily fluids, and infectious disease
- Satisfactorily pass a background investigation, with NO prior convictions of any felonies
- Must comply with the Pueblo of Isleta Drug Free Workplace policies.

PREFERENCE: Tribal preference and Native American Indian preference applies to all Pueblo of Isleta Positions.