



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
P.O. BOX 1270, ISLETA, NM 87022
PHONE: (505) 869-7584 FAX: (505) 869-7579
EMAIL: poiemployment@isletapueblo.com

VACANCY ANNOUNCEMENT

POSTING NO: 129-19

OPENING DATE: 7/29/19

CLOSING DATE: OUF

POSTED: WITHIN

POSITION: Home Care Attendant
PAY GRADE: NE3 (\$9.54/hr - \$11.21/hr)
FLSA STATUS: Non-Exempt
POSITION TYPE: Full Time (30 hr/wk)
FUNDING SOURCE: POI Funded
DEPARTMENT: Elder Center
REPORTS TO: Home Services Program Manager
BACKGROUND LEVEL: Child Care

JOB PURPOSE: Provides personal care, companionship and emotional support for elderly within the individual's place of residence; acts as an advocate and refers clients for public assistance when needed.

JOB DUTIES:

- Purchases, prepares, and serves food for client, following special prescribed diets.
- Assist client into and out of bed, automobile, or wheelchair, to lavatory, and up and down stairs.
- Assists clients in dressing, showering, bathing, and grooming self and other personal care.
- Shops and performs errands necessary for the maintenance of the individual in the home.
- Arranges for transportation of the individual to medical or therapy service facilities as indicated in the Plan of Care.
- Provides companionship and emotional support to the client.
- Refers clients to other departments and programs for needed services including massages and transportation.
- Accompanies ambulatory client outside home serving as guide, companion, and aide.
- Entertains clients, reads aloud, and play cards or other games with client.
- Observes client safety to ensure safety and well-being; report observations to program manager.
- Completes reports, daily logs and monthly reports.
- Provides respite relief to primary caregivers of elderly and individuals with dementia.
- Performs related duties and responsibilities as required, such as obtaining household supplies and running errands.
- Maintains complete confidentiality of client information.
- Observes and follows all policies and procedures set forth by supervisor.
- Attends meetings as required.
- Performs other job duties as assigned.

SUPERVISION RESPONSIBILITIES: N/A

MINIMUM QUALIFICATIONS/REQUIREMENTS:

PLEASE BE SPECIFIC REGARDING QUALIFICATIONS, AND INCLUDE DOCUMENTS THAT CONFER THE HIGHEST LEVEL OF EDUCATION, CERTIFICATION AND LICENSES.

- High School Diploma/GED.
- One year work experience with in home assistance to elderly, frail or disabled clients preferred.
- Ability to speak Tiwa is preferred.
- Must be able to pass a TB screening.
- First Aid and CPR Certification.
- Valid New Mexico driver's license with ability to meet Pueblo of Isleta liability insurance requirements and maintain eligibility for insurance.
- Must be able to pass background check, with NO prior convictions of any felonies.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.
- Must have fingerprinting completed prior to employment.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
- Knowledge of the effects of aging on the physical, mental and emotional development of individuals.
- Knowledgeable of the pueblo community, surrounding areas, and the City of Albuquerque.
- Skill in socializing with the elderly.
- Ability to demonstrate sensitivity to the needs of the elderly.
- Ability to show compassion and remain cheerful.
- Ability to drive safely and efficiently.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to respond to and remain calm in an emergency or crisis situations.
- Ability to exercise independent judgment.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to maintain confidentiality.
- Ability to work independently and meet strict time lines.
- Ability to communicate efficiently and effectively both verbally and in writing.

PHYSICAL DEMANDS:

- Stand or walk for up to 8 hours per day.
- Talk, hear, sit; use hands to handle objects, equipment, controls and reach with arms and hands.
- Position requires frequent lifting of 150lbs to assist clients in grooming, personal care, walking, etc.

WORK ENVIRONMENT

- Work is performed both indoors in a home environment and occasionally outdoors.
- Employee may be exposed to unpleasant odors, bodily fluids, and infectious disease.
- Frequent interaction with the public.
- Travel within and outside of the Pueblo area is required.
- Noise level is usually minimal.

PREFERENCE:

Tribal preference and Native American Indian preference shall apply to all positions at Pueblo of Isleta.