



PUEBLO OF ISLETA POSITION DESCRIPTION

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

JOB PURPOSE: Personal Care Service (PCS) Aide will provide 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.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to the position.

JOB DUTIES:

- Must have good written skills to complete PCS time sheets
- Must have good reading and communication skills to service
- A minimum of one year experience providing assistance to elder/frail individuals
- Must maintain confidentiality
- Must be able to respond and remain calm in emergency/crisis situations.
- Ability to socialize, show compassion, show sensitivity and keeps the interest of their client.
- Ability to lift up to 50 lbs.

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- Must be 18 Years of age or older with a High School Diploma or GED
- Must have a valid New Mexico driver's license and proof of vehicle insurance
- Must have Food Handlers and First Aid and CPR Certification within 30 days of employment
- Must read and understand state regulations, policies and procedures of Personal Care Services
- Must be able to pass a TB screening
- Ability to speak Tiwa is preferred
- Satisfactorily pass a background investigation, with NO prior convictions of any felonies
- Must comply with the Pueblo of Isleta Drug Free Workplace policies

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- Knowledge of how to complete PCS Time Sheet
- Knowledge of how to follow client's IPOC-Individual Plan of Care
- Skill in assisting with mobility such as getting in and out of chair, bed, toilet, wheelchair, etc.

- Skill in assisting in bathing/showering/toileting, washing hair, skin care, feminine hygiene, getting dressed, combing/brushing hair.
- Skill in meal planning and preparation according to client's dietary needs, set and clean up before and after each meal
- Ability to perform house work such as vacuum, sweep, mop, dust, make bed, wash/fold/dry/put away laundry
- Ability to create shopping list and shop for items on list; run errands such as pick up medication, pick up mail, etc.

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.

EMPLOYEE'S CERTIFICATION:

I acknowledge receipt of this job description and my supervisor has discussed it with me.

Employee's Signature

Date

