



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
****RE-ADVERTISED****

POSTING NO: 185-19

OPENING DATE: 10/23/2019

CLOSING DATE: Open Until Filled

POSTED: IN/OUT

POSITION: Personal Care Service Aide
PAY GRADE: NE2 (\$8.67/hr. - \$11.71/hr.)
FLSA STATUS: Non-exempt
POSITION TYPE: Occasional
FUNDING SOURCE: Grant Funded
DEPARTMENT: Elder Center
REPORTS TO: Personal Care Service Manager
BACKGROUND LEVEL: Child/Elderly

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:

- 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.

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.