



**PUEBLO OF ISLETA**  
**HUMAN RESOURCES DEPARTMENT**  
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### **VACANCY ANNOUNCEMENT**

**POSTING NO: 141-20**

**OPENING DATE: 09/11/2020**

**CLOSING DATE: Open Until Filled**

**POSTED: WITHIN ONLY**

**POSITION:** Personal Care Service Aide (2)  
**PAY GRADE:** NE2 (\$12.00/hr. - \$16.20/hr.)  
**FLSA STATUS:** Non-Exempt  
**POSITION TYPE:** Occasional  
**FUNDING SOURCE:** Grant Funded  
**DEPARTMENT:** Elder Center  
**REPORTS TO:** In-Home Service Program Manager  
**BACKGROUND LEVEL:** Child/Elder

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