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**PUEBLO OF ISLETA**

**HUMAN RESOURCES DEPARTMENT**

**P.O. BOX 1270, ISLETA, NM 87022**

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**VACANCY ANNOUNCEMENT**

**\*\*RE-ADVERTISEMENT\*\***

**POSTING NO: 101-20 OPENING DATE: 10/15/2020**

 **CLOSING DATE: Open Until Filled**

**POSITION:** Caregiver I **POSTED: IN/OUT**

**PAY GRADE:** NE2 ($12.00/hr.-$/16.20/hr.)

**FLSA STATUS:** Non-Exempt

**POSITION TYPE:** Part-Time

**FUNDING SOURCE:** POI Funded

**DEPARTMENT:** Assisted Living

**REPORTS TO:** Assisted Living Administrator

**BACKGROUND LEVEL:**  Child/Elder Care

**JOB PURPOSE:**  Performs direct care duties and assists in implementing activity programs for the residents. Assists in maintaining a positive physical, social and psychological environment.

*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 in this position.*

**JOB DUTIES:**

* Performs routine care in accordance with applicable State, Tribal and Assisted Living Facility policies and procedures.
* Assists residents with daily baths, dressing, rooming, dental care, bowel and bladder functions, transferring into and out of beds, chairs, showers, etc.
* Assists with meal service and feeding of resident as necessary.
* Follows proper hand washing techniques and other infection control procedures.
* Performs resident activities. Participates in special resident events and outings ensuring necessary supplies/equipment are available.
* Follows charting guidelines for daily living activities, and attendance of residents to these activities.
* Maintains and stocks supplies utilized for the residents; such as linen, towels, etc.
* Maintains resident confidentiality and program information and issues.
* Participates in meetings, training, or in-service as required.
* Adheres to facility policy and procedures for resolving resident and or family concerns. Refers concerns/problems to Administrator. Ensures all resident rights are protected through monitoring of general resident conditions; identifying and correcting any infringement of rights by daily contact with residents.
* Performs daily laundry of residents’ clothing and linen.
* Performs other job duties as assigned.

**SUPERVISION RESPONSIBILITIES:** N/A

**MINIMUM QUALIFICATIONS/REQUIREMENTS:**

* High School Diploma/GED required.
* 1 – 2 years’ work experience in an assisted living facility, nursing home or long-term care facility.
* Must obtain and maintain Food Handler’s Card.
* Ability to speak TIWA is preferred.
* Must be able to pass a TB screening.
* First Aid and CPR Certification.
* 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 basic medical terminology.
* Knowledge of nutrition, healthcare and nursing techniques for the elderly.
* Ability to demonstrate sensitivity to the needs of the elderly.
* Ability to respond to and remain calm in an emergency or crisis situations.
* Ability to safely use cleaning products and safely operate cleaning equipment.
* 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. Skill in presenting health information to the resident and family members.
* Ability to handle multiple tasks and meet deadlines.
* Ability to work a varied schedule, including weekends, holidays and evenings.

**PHYSICAL DEMANDS:**

* Must be able to 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 a minimum of 25 lbs., and frequently assisting to transfer and/or ambulate residents.

**WORK ENVIRONMENT:**

* Work is generally performed in an interior/clinical setting with a moderate noise level.
* Exposure to unpleasant odors, bodily fluids, blood borne pathogens and communicable diseases.
* Situations occur where safety goggles, gloves and protective face shields are needed.

**PREFERENCE:**

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