



**PUEBLO OF ISLETA**  
**HUMAN RESOURCES DEPARTMENT**  
**P.O. BOX 1270, ISLETA, NM 87022**  
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**VACANCY ANNOUNCEMENT**

**POSTING NO: 114-21**

**OPENING DATE: 07/23/2021**

**CLOSING DATE: Open Until Filled**

**POSTED: IN/OUT**

**POSITION:** Home Care Attendant (2 Positions)  
**PAY GRADE:** NE2 (\$12.00/hr - \$16.20/hr)  
**FLSA STATUS:** Non-Exempt  
**POSITION TYPE:** Full Time  
**FUNDING SOURCE:** POI Funded  
**DEPARTMENT:** Elder Center  
**REPORTS TO:** In-Home Service Program Manager  
**BACKGROUND LEVEL:** Child/Elder

**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.

*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 this 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.

**SUPERVISION RESPONSIBILITIES:** N/A

**MINIMUM QUALIFICATIONS/REQUIREMENTS:**

- High School Diploma/GED.
- One year work experience with in home assistance to elderly, frail or disabled clients.
- 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 pass background check for position.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.

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