



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

**POSTING NO: 006-23**

**OPENING DATE: 01/06/2023**

**CLOSING DATE: Open Until Filled**

**POSITION:** Adult Day Care Assistant  
**PAY GRADE:** NE2 (\$12.00/hr. - \$16.20/hr.)  
**FLSA STATUS:** Non-Exempt  
**POSITION TYPE:** Full Time  
**FUNDING SOURCE:** POI/Grant Funded  
**DEPARTMENT:** Elder Center  
**REPORTS TO:** Adult Day Care Manager  
**BACKGROUND LEVEL:** Child/Elder

**POSTED: IN/OUT**

**JOB PURPOSE:** Assists in the daily operations of the Adult Day Care Program to ensure the safety and well-being of elderly clients.

*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:**

- Assists the Adult Day Care Manager with supervision of elderly clients in recreational activities, meals and snacks, field trips and health screenings.
- Works with the Activities Coordinator in developing and implementing activities appropriate to clients' interests, physical limitations or capabilities.
- Documents client's weekly notes, daily attendance and maintains daily activity roster for service unit tracking.
- Verifies pick up and drop off sites for clients.
- Transports passengers consisting of elderly clients to destinations as scheduled.
- Assists with the loading and unloading of passengers.
- Drives van in all weather conditions.
- Assists in keeping Day Care Center safe, clean and in good order.
- Reports concerns regarding the health and safety of clients to the Adult Day Care Manager.
- Answers incoming telephone calls, determines purpose of callers, and forwards calls to appropriate personnel or department.

- Takes and delivers messages or transfers call to voice mail when appropriate personnel are unavailable.
- Retrieves messages from voice mail and forwards to appropriate personnel.
- Welcomes on-site visitors, determines nature of business, and announces visitors to appropriate personnel. Answers questions about program services and provides general information.
- Attends meetings, trainings, workshops, as required or requested.
- Performs other duties as assigned.

**SUPERVISION RESPONSIBILITIES:** N/A

**MINIMUM QUALIFICATIONS/REQUIREMENTS:**

- High School Diploma/GED.
- One year related experience.
- First Aid and CPR Certification.
- Ability to speak Tiwa is preferred.
- Must be able to pass a TB screening.
- 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 Isleta Pueblo traditions, language, history and culture.
- Knowledge of department organization, functions, objectives, policies and procedures.
- Knowledge of the effects of aging on the physical, mental and emotional development of individuals.
- Knowledgeable of safety issues for elders and respond quickly and calmly in an emergency situation.
- Knowledge of rules of the road and road signage.
- Knowledge of New Mexico driver and passenger service regulations.
- Knowledgeable of the pueblo community, surrounding areas, and the City of Albuquerque.
- Knowledge of office functions, procedures, and policies.
- Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
- Skill in the operation of 8, 15, or handicapped passenger vans with the ability to use the handicapped equipment located on van.
- Skill in socializing and working with elders.
- Ability to drive safely and efficiently.
- Ability to communicate efficiently and effectively both verbally and in writing.
- Ability to supervise, organize and review the work of volunteers.
- Ability to exercise independent judgment.
- Ability to handle multiple tasks and meet deadlines.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.

- Ability to maintain confidentiality.

**PHYSICAL DEMANDS:**

- Must be able to sit for up to 6 hours per day while driving.
- Uses back, arms, hands when opening doors and using wheelchair lifts, levers, and equipment.
- Must be able to use long range vision while operating vehicles.
- Position requires frequent lifting of 50 lbs.

**WORK ENVIRONMENT:**

- Work is performed indoors, outdoors, and in an automobile or passenger van.
- Exposure to exhaust and gas fumes may occur when driving or monitoring the automobile or van.
- Exposure to outdoor weather conditions.
- Employee may be exposed to unpleasant odors, bodily fluids, and infectious disease.
- Travel within and outside of the pueblo area is required.
- Frequent interaction with elders and the public.
- Evening and weekends work may be required.
- Noise level is usually moderate.

**PREFERENCE:**

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