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: 03/03/2023
POSTED: IN/OUT

POSITION: Home Care Attendant
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.