



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

**POSTING NO: 007-23**

**OPENING DATE: 04/02/2024**

**CLOSING DATE: Open Until Filled**

<b>POSITION:</b>	Caregiver	<b>POSTED:</b>	<b>IN/OUT</b>
<b>PAY GRADE:</b>	NE3 (\$17.07/hr. - \$23.04/hr.)		
<b>FLSA STATUS:</b>	Non-Exempt		
<b>POSITION TYPE:</b>	Full Time		
<b>FUNDING SOURCE:</b>	POI/Grant Funded		
<b>DEPARTMENT:</b>	Assisted Living		
<b>REPORTS TO:</b>	Shift Supervisor		
<b>BACKGROUND LEVEL:</b>	Child/Elder		

**JOB PURPOSE:** Assists residents with daily baths, dressing, grooming, dental care, transferring into and out of beds, chairs, showers, etc. Assists with meal service and feeding of residents as necessary. Participates in special resident events and outing ensuring necessary supplies/equipment are available. Administers prescribed medication to the resident as outlined in standing orders. Documents the resident's medical file, and notes any reactions, side effects, etc. Reports medication reorder, inventories drugs upon arrival. Ensures residents' information remains confidential.

*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 preferably 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 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 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.
- Current New Mexico Assisted Living Administrators License.

**PREFERENCE:**

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