THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DSS0917757**	Date Posted:	**04/23/13**
POSITION NO:	940917	Closing Date:	**05/06/13**
CLASS CODE:	3771		
POSITION TITLE:	**Homecare Worker**		
DEPARTMENT NAME:	NDSS/Department of Family Services-Adult In Home Care Services		
DEPARTMENT NO:	91	WORKSITE LOCATION:	Shiprock, NM

WORKS DAYS/HOURS:
Days: Monday-Friday
Hours: 8 am to 5 pm

POSITION TYPE:
Permanent: ☑
Temporary: ☐
Part-Time: ☐

Duration:
No. of Hrs/Wk: 40

GRADE: R55A
SALARY:
$ 17,555.20
$ 8.44

DUTIES AND RESPONSIBILITIES:
Provides personal care including but not limited to assisting the patient with bathing, shampooing hair, dressing, grooming, and personal hygiene; assists patient with mobility when necessary; transports patient to hospital and/or scheduled appointments, grocery shopping, laundry, only as applicable.

Performs a variety of homemakers services such as preparing meals for and feeding patient, changing bed linens, cleaning patient's home, washing and drying dishes, washing and ironing patient's laundry and mending clothing when necessary; performs a variety of miscellaneous duties as required.

Provides case management activities and intake of applications, maintains social summaries and narratives; conducts follow up on referrals and high risk patients; makes referrals to available resources; plans and schedules services to be provided to patients; screens patients for re-certification; makes home visits with supervisor; provides basic information on proper nutrition, personal hygiene, consumer education, etc.; prepares required reports; attends meetings, training, and conferences

QUALIFICATION REQUIREMENTS:
Education and Training:
A high school diploma or GED.

Experience:

Special Knowledge, Skills and Abilities:
Knowledge of basic first aid, CPR techniques and methods; knowledge of nutritional and preparation of foods. Skill in performing homemaker, communicating with elderly people; skill in assisting elderly and inform people to attempt to remain self-sufficient; skill in accurately completing forms.

In order to receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with the employment application.

License/Certification Requirements:
Must possess a valid state driver's license and the Navajo Nation Vehicle Operator's Permit; must possess CPR/First Aid certificates and food handler's permit. ***Background check and relevancy assessment required prior to employment.**.

VETERANS' PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT. ***Revised: 1-15-99***