THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DSS15324116 | DATE POSTED: 06/23/22

POSITION NO: 947522 | CLOSING DATE: 07/07/2022 by 5 pm

POSITION TITLE: **Home Care Worker**

DEPARTMENT NAME / WORKSITE: NDSS/Department of Family Services, Gallup Regional Field Office/Gallup, NM

WORK DAYS: Monday thru Friday | REGULAR FULL TIME: ☑ | GRADE/STEP: BQ55A

WORK HOURS: 8:00 am to 5:00 pm | PART TIME: ☐ NO. OF HRS./WK.: | $ 21,255.84 PER ANNUM

SENSITIVE ☑ | SEASONAL: ☐ DURATION : | $ 10.18 PER HOUR

NON-SENSITIVE ☐ | TEMPORARY: ☐

DUTIES AND RESPONSIBILITIES:

Under the general supervision of the Principal Social Worker (Site Supervisor), incumbent shall provide 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 schedules appointments, grocery shopping, laundry, only as applicable.

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

Performs 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, Experience and Training)

Minimum Qualifications:

- A high school diploma/GED.

Special Requirements:

- A favorable background investigation.
- Possess a valid state driver's License.
- Within 90 Days of Employment, incumbent will obtain the First Aid/Cardiopulmonary Resuscitation (CPR)/AED certificate, Food Handler's Certificate, Navajo Nation Department of Highway Safety Defensive Driving Course for tribal vehicle permit issuance and complete/receive the mandated Navajo Nation Sexual Harassment training.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledgeable, Skilled and Abilities:

Knowledge of first aid, CPR, and other basic emergency medical care techniques and methods. Knowledge of case management techniques, Knowledge of nutritional and preparation of foods. Skill in performing homemaker and home health aide assignments. Skill in communicating with elderly people. Skill in assisting elderly and inform people to attempt to remain self-sufficient. Skill in completing forms accurately Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.

T+A13:AE25HE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.