

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

Requisition No: **DSS0906812**
POSITION NO: 947565
CLASS CODE: 3771

Date Posted: **07/16/12**
Closing Date: **07/27/12**

POSITION TITLE: **HOME CARE WORKER**

DEPARTMENT NAME: **NDSS/FT. DEFIANCE REGIONAL OFFICE**

DEPARTMENT NO: **90** WORKSITE LOCATION: **FT. DEFIANCE, ARIZONA**

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R55A

Days: M-F

Permanent:

SALARY:

Hours: 8AM-5PM

Temporary:

Duration: _____ \$ 17,555.20 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 8.44 Per Hour

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; repositions patient confined to bed; massages patient and applies preparations and treatments; administers oral medication as prescribed; transports patient to hospital and/or scheduled appointments, grocery shopping, laundry etc.

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 and ironing patient's laundry, and mending clothing when necessary; performs a variety of miscellaneous duties as required, such as chopping firewood and hauling water and coal.

Performs case management activities and intake of applications; maintains social summaries and narratives; conducts follow-up on referrals and high risk 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, Training and Experience:

A high school diploma or GED (*to receive full credit for education/training applicant must submit copies of transcripts, degrees and current certificates*)

Physical Requirements and Work Environment: Work involves light to moderate manual labor in the provision of home health services.

Special Knowledge, Skills and Abilities:

Knowledge of first aid, CPR, and other basic emergency medical or techniques and methods.

Knowledge of case management techniques,

Knowledge of nutritional and preparation of foods.

Skill in performing homemaker and home health aid assignments.

Skill in communicating with elderly people.

Skill in assisting elderly and inform people to remain self-sufficient.

Skill in accurately completing forms.

License/Certification Requirements:

Must possess a Valid State Driver's License and obtain a NN Operator's Permit within 90 days of employment. Must complete and obtain a criminal background check.

VETERANS PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT (NPEA) AND VETERANS' PREFERENCE. Revised: 1-15-99