# THE NAVAJO NATION
## Department of Personnel Management
## JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DSS0886907** Date Posted: **08/13/12**

POSITION NO 947558 Closing Date: **08/27/12**

CLASS CODE: 3771

POSITION TITLE: **Homecare Worker**

DEPARTMENT NAME: DSS-Adult In Home Care Program

DEPARTMENT NO: 88 WORKSITE LOCATION: Chinle, AZ

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

POSITION TYPE:
Permanent: ☑
Temporary: ☐ Duration: _____
Part-Time: ☐ 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.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

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

**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.

**License/Certification Requirements:**

Must possess a valid state driver's license and the obtain a Navajo Nation Vehicle Operator's Permit; Must possess and submit copy of CPR/First Aide certifcate. Applicant must provide fingerprinting and background clearances.

***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***