

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

|                             |  |                    |   |
|-----------------------------|--|--------------------|---|
| REQUISITION NO:             | <u>DSS09010811</u>   | DATE POSTED:       | <u>09/28/15</u>   |
| POSITION NO:                | <u>947565</u>  | CLOSING DATE:      | <u>10/09/15</u>   |
| POSITION TITLE:             | <u>Home Care Worker</u>  |                    |   |
| DEPARTMENT NAME / WORKSITE: | <u>DSS / Department of Family Services / Fort Defiance, AZ</u> |                    |   |
| WORK DAYS:                  | <u>Monday-Friday</u>   | REGULAR FULL TIME: | <input checked="" type="checkbox"/> GRADE/STEP: <u>AB55A</u>                  |
| WORK HOURS:                 | <u>8 a.m. to 5 p.m.</u>  | PART TIME:         | <input type="checkbox"/> NO. OF HRS./WK.: _____ \$ <u>18,616.00</u> PER ANNUM |
|                             |  | SEASONAL:          | <input type="checkbox"/> DURATION : _____ \$ <u>8.95</u> PER HOUR             |
|                             |  | TEMPORARY:         | <input type="checkbox"/> _____  |

**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 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 or GED.

**Preferred Qualifications:**

- An Associate's degree in Human Services, Social Work or related field.
- Two (2) years of experience in providing home care services or related work.
- Proficient in Microsoft Office software or other computer applications.

**Special Requirements:**

- A favorable background investigation.
- Possess a valid state driver's license.

***(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 Knowledge, Skills and Abilities:**

Knowledge of first aid, CPR, and other basic emergency medical 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 in both Navajo and English languages; skill in assisting elderly and inform people to attempt to remain self-sufficient, and skill in accurately completing forms.

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.**