THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DSS0917207** Date Posted: **11/05/12**
POSITION NO: 940917 Closing Date: **11/19/12**
CLASS CODE: 3771
POSITION TITLE: **HOME CARE WORKER**
DEPARTMENT NAME: DIVISION OF SOCIAL SERVICES - DEPT. OF FAMILY SERVICES
DEPARTMENT NO: 91 WORKSITE LOCATION: Shiprock, NM
WORKS DAYS/HOURS: POSITION TYPE: GRADE: R55A
Days: Mon-Fri 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:
Provide homemakers' services such as: sweeping and mopping floors; planning and preparing nutritious meals; wash dishes, dry dishes and place in dish cupboards; changing bed linens and making beds; vacuuming, dusting furnitures, and cleaning windows; doing laundry; taking out trash; and chopping firewoods, bringing in coal/firewods, and taking out ashes. Provide personal care not limiting to personal grooming, personal hygiene, bathing, shampooing hair, dressing, and combing hair. Assist with necessary transportation for commodity food distribution, medical appointments, laundromat, grocery shopping, chapter house and senior centers. Assist in making medical transport with Pick Me Up for medical appointments. Rescheduling medical appointments for client if appointment is missed. Interpret for client to obtain their needs. Provide information to client about proper diet and nutritional needs due to their health conditions. Counsel clients of better living conditions and assist clients with referrals to other resources for services. Assist client with mobility for comfort. Administers oral medication as prescribed.

Maintain summaries and narratives on clients. Conduct follow-up on high risk patients and referrals. Plans and schedules services needed to be provided to clients. Schedules to make home visits with supervisor. Prepares required reports, attends staff meetings, trainings and conferences.

Other assigned duties as requested by supervisor or assist the case management specialists. Position subject to strong background check before employment.

QUALIFICATION REQUIREMENTS:
Education and Training:
High School Diploma or GED Certificate.

Experience:
(Preferred - Applicant with (6) months to (1) year experience working with elderlys, handicapped citizens, and families in a nursing home environment.)
(To receive full credit for education/training applicant must submit copies of college transcript, certificates, diploma, etc.)

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 having patience and communicating with elderly people. Skill in assisting elderly and inform people to attempt to remain self-sufficient. Skill in completing forms accurately. Fluency in both Navajo and English languages as a condition of employment.

License/Certification Requirements:
Must possess a Valid State Driver's License and ability to obtain a NN Operator's Permit within 90 days of employment. Must have a valid First Aid/Cardiopulmonary Resuscitation (CPR) Certificate. Must have a valid Food Handlers Permit.

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***