

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	DSS08912996	DATE POSTED:	12/20/16
POSITION NO:	941736	CLOSING DATE:	OUF
POSITION TITLE:	Home Care Worker		
DEPARTMENT NAME / WORKSITE:	Department of Family Services/Nageezi, NM		
WORK DAYS:	Monday-Friday	REGULAR FULL TIME:	<input checked="" type="checkbox"/>
WORK HOURS:	8 a.m. to 5 p.m.	PART TIME:	<input type="checkbox"/>
		SEASONAL:	<input type="checkbox"/>
		TEMPORARY:	<input type="checkbox"/>
		NO. OF HRS./WK.:	
		DURATION :	
		GRADE/STEP:	AB55A
		\$	18,616.00 PER ANNUM
		\$	8.95 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; 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.

Special Requirements:

- Must possess a valid state driver's license.
- A favorable background investigation is required.

(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.