

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DSS0896148

Date Posted: 02/13/12

POSITION NO: 946628

Closing Date: OUF

CLASS CODE: 3772

POSITION TITLE: Home Care Supervisor

DEPARTMENT NAME: Division of Social Services - Eastern Navajo Region - Adult In-Home Care Program

DEPARTMENT NO: 89 WORKSITE LOCATION: Gallup, New Mexico

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R59A

Days: Monday - Friday

Permanent:

SALARY:

Hours: 8:00 am - 5:00 pm

Temporary:

Duration: _____ \$ 24,752.00 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 11.90 Per Hour

DUTIES AND RESPONSIBILITIES:

Will provide direct supervision and daily guidance to Home Care Workers whose main responsibility is providing daily home care to the elderly, disabled or convalescent persons in their homes. Will provide and monitor services to clients to ensure that their needs are met. Will conduct occasional homevisits and follow-up as necessary. Will participate in client case staffing for re-certification. Will conduct home assessments and make referrals to and work with other resources that will benefit the clients needs.

Will develop and implement goals and objectives for Home Care Workers and program. Will assign and review the work of subordinates. Recommend the selection, promotion and /or separation of employees including performance appraisals, and take corrective action as necessary. Will provide on-the-job training to new and current subordinates. Will prepare required monthly and quarterly narrative and statistical data reports. May assist in the preparation of program budget. Maintain all fiscal and program records. Develop and conduct informational and public awareness materials and presentations. Attend and participate in meetings, trainings and conferences, and other duties as assigned.

QUALIFICATION REQUIREMENTS:

Education and Training:

A high school diploma or GED.

(To receive full credit for education/training applicant must submit copies of college transcripts, certificates, diploma, etc.)

Experience:

Four (4) years of responsible experience in a health and social services program, one (1) year of which much have been in a lead or supervisory capacity or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties.

Special Knowledge, Skills and Abilities:

Knowledge of first aid, CPR, and other basic emergency medical care 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 infirm people to attempt to remain self-sufficient.

Skill in completing forms.

Fluency in both the English and Navajo language may be required as a condition of employment.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves light to moderate manual labor in the provision of home health services.

License/Certification Requirements:

Must possess a Valid State Driver's License and a Valid Navajo Nation Vehicle Operator's Permit (to be obtained upon employment) and a valid Cardiopulmonary Resuscitation (CPR) certificate.

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