THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DSS0937784** | Date Posted: **05/06/13**

POSITION NO: 946522 | Closing Date: **05/17/13**

CLASS CODE: 3771

POSITION TITLE: **Home Care Worker**

DEPARTMENT NAME: NDSS/Department of Family Services-Adult In-Home Care Services

DEPARTMENT NO: 93 | WORKSITE LOCATION: Kayenta, AZ

WORKS DAYS/HOURS:
Days: Monday to Friday
Hours: 8 a.m. to 5 p.m.

POSITION TYPE:
Permanent: ☑
Temporary: ☐
Part-Time: ☐

Duration:
No. of Hrs/Wk: 40

GRADE: R55A

SALARY:
$ 17,555.20 Per Annum
$ 8.44 Per Hour

DUTIES AND RESPONSIBILITIES:

Provides personal care including but not limited to assisting the patient with bathing, shampooing hair, dressing, grooming ad 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 homemakers 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 clothing when necessary; performs a variety of miscellaneous duties as required.

Performs consultation with case managers when issue arises, collects and maintains appointments of client; conducts follow-up and carries out schedules services to be provided to client; expected to travel to clients home with supervisor; provides basic information on proper nutrition, personal hygiene, consumer education, etc.; prepares required reports; attends meetings, training, and conferences.

QUALIFICATION REQUIREMENTS:

Education and Training:

A high school diploma or GED

Experience:

Work involves light to moderate manual labor in the provision of home health services.

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.

In order to receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with the employment application.

License/Certification Requirements:

Must possess a valid state driver's license and the ability to obtain a Navajo Nation Vehicle Operator's Permit; must possess CPR/First Aid certificates. Must obtain a food handler's permit. ***Background check and relevancy assessment required prior to employment.***

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***