



**PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
P.O. BOX 1270, ISLETA, NM 87022
PH. # 505.766.6623 FAX # 505.869.2812
E-Mail Address: poi70104@isletapueblo.com**

JOB ANNOUNCEMENT

2nd Posting

**POSTING DATE: 05/28/10
POSTING DATE ENDING: Until Filled
(POSTED WITHIN PUEBLO ONLY)**

TITLE: HOMEMAKER

DEPARTMENT: ELDERLY

NO. OF POSITIONS: 1 R/FT

STATUS: NON-EXEMPT

POSITION #: 23079 POSTING #: 041

GRADE: A1 STARTING SALARY: \$9.21/HR.

DESCRIPTION OF WORK

General Statement of Duties: Provides homemaker services in the private homes of elders.

Supervision Received: Works under the supervision of the Home Service Manager.

Supervision Exercised: None.

DUTIES AND RESPONSIBILITIES:

1. Performs housekeeping chores which includes mopping and vacuuming floors, dusting, dishwashing, bathroom cleaning and laundry (if facilities are available in home) for client only.
2. Prepares trash for solid waste pick-up.
3. Encourages elder clients to go for walks (weather and health permitting) and to participate in special functions at the Elderly Center.
4. May provide assistance in personal grooming needs.
5. May assist in planning and preparing light meals for elders.
6. Reports concerns regarding the health and safety of clients to the Home Service Manager.
7. Acts as an advocate to refer for public assistance when needed.
8. Must be able to complete and submit program activity reports in a timely manner.
9. Other duties as assigned.

EDUCATION AND EXPERIENCE:

High School diploma or GED required. Experience working with elders or frail elders preferred. CPR and First Aid Certification required (if not certified, must obtain certification within 6 months).

NECESSARY SPECIAL REQUIREMENTS:

1. Must be 21 years of age or older.
2. Ability to speak Tiwa (Preferred).
3. Ability to demonstrate sensitivity of Isleta customs and traditions.

4. Ability to maintain a professional demeanor while dealing with clients or their family members.
5. Must attend CPR and First Aid Training (provided by the Pueblo of Isleta).
6. Ability to work independently and be responsible.
7. Ability to show compassion and remain cheerful.
8. Must work with high level of integrity, honesty and patience.
9. Ability to successfully pass a thorough background investigation.
10. Must possess a valid NM state driver's license, which must remain valid while employed by the Pueblo of Isleta and must have a good driving record.
11. Ability to be tactful, honest, and discreet while working in private homes.
12. Ability to make simple oral reports to family members, Site Manager, or Director as needed.
13. Must maintain confidentiality on all matters related to elders.

PHYSICAL REQUIREMENTS:

Use of back, shoulders, arms, hands, and fingers when using household cleaning equipment. Position requires individual to stand for long periods of time and do frequent bending. Position requires individual to be able to lift up to 25lbs. Individual will be required to travel to different work sites and on occasions may be required to attend mandatory meetings and training.

BACKGROUND CHECKS ARE ROUTINELY CONDUCTED ON PROSPECTIVE EMPLOYEES IN ORDER TO CERTIFY COMPLIANCE WITH MINIMUM BACKGROUND STANDARDS ESTABLISHED BY THE PUEBLO OF ISLETA.

SUBMIT APPLICATION/RESUME TO HUMAN RESOURCE DEPARTMENT, LOCATED IN THE GOVERNOR'S OFFICE, OR MAIL TO HUMAN RESOURCE DEPARTMENT, PUEBLO OF ISLETA, P.O. BOX 1270, ISLETA, NM 87022

THE PUEBLO OF ISLETA IS A DRUG-FREE WORKPLACE

REVISED: pll 12-21-06

VJJ/HR/12-4-06