



**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**

**POSTING DATE: 10/26/07  
POSTING DATE ENDING: Until Filled  
(POSTED WITHIN ONLY)**

**TITLE: HOME ATTENDANT**

**LOCATION: ISLETA ELDERLY CENTER**

**STATUS: NON-EXEMPT**

**NO OF POSITIONS: OPEN - FULL TIME, PART-TIME, & WEEKEND HELP**

**POSITION #: OPEN POSTING #: OPEN**

**GRADE:**

**SALARY: \$8.00/HR.**

**DESCRIPTION OF WORK**

**General Statement of Duties:** Personal care including grooming, dressing, bathing, toileting and mobility assistance. Home management and maintenance, including promotion of self-care, house cleaning, minor home repairs, minor clothing repair, making beds, washing dishes, laundry work and routine maintenance.

**Supervision Received:** Supervised by Personal Care Program manager.

**Supervision Exercised:** None

**DUTIES AND RESPONSIBILITIES**

1. Meal preparation for client only, to include: Shopping, menu planning, and as appropriate, assisting the individual.
2. Non-medical personal care such as assistance with mobility, including transfers and ambulation, personal comfort and grooming of the individual such as bathing, showering, total bed baths, shampooing, nail care, preventive skin care, and assistance.
3. Shopping and performance of errands necessary for the maintenance of the individual in the home.
4. Arranging for transportation of the individual to medical or therapy service facilities as indicated in the Plan of Care.
5. Companionship and emotional support to the individual.
6. Identify problems and report them to the provider agency and program manager on behalf of the individual as soon as possible.

7. Assist in or arranging for health care needs within the Plan of Care for the individual and follow-up on health care needs as directed by program manager.

**EDUCATIONAL & EXPERIENCE REQUIREMENT:**

1. Ability to read and write adequately to complete required reports and interpret the Plan of Care instructions.

**NECESSARY SPECIAL REQUIREMENTS:**

1. Knowledge of the community or population to be served.
2. Demonstrated dependability, compliance with established work schedules.
3. Ability to provide service independently without constant observation or supervision.
4. Demonstrated ability and use of basic home management, shopping and cooking skills.
5. Must be willing to learn Personal Care Option (P.C.O.) program policies and procedures.
6. Ability to interact effectively with the individual served and the community, as well as immediate supervisor and Elderly Center staff members.
7. Successful completion of a competency Evaluation program that meets the State of New Mexico Medicaid Assistance Division requirements for the P.C.O.
8. Possession of a current New Mexico driver's license may be required.
9. Must be at least 18 years of age.

**WORKING CONDITIONS:**

1. Work will be done in the home of the individual being served and may include providing transportation for medical appointments and running errands.
2. Work requires average physical strength and good physical condition. May include lifting the individual, transferring from bed to chair or wheelchair.

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\*\*\*