



**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: 07/02/10
POSTING DATE ENDING: Until Filled
(POSTED IN AND OUT)**

TITLE: IN-HOME RESPITE CAREGIVER

DEPARTMENT: ELDERLY PROGRAM

LOCATION: ELDERLY CENTER

NO. OF POSITIONS: 1

POSTING NO. : 059

POSITION NO.: 23011

STATUS: NON-EXEMPT

SALARY: A2 – \$10-22-12.08/HR Depending on Experience

DESCRIPTION OF WORK

General Statement of Duties: Provides Respite relief to primary caregivers of individuals with dementia and assisted needs, as well as providing assistance with the day-to-day homemaker services in the private homes of elders.

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

Supervision Exercised: None.

DUTIES AND RESPONSIBILITIES:

1. Duties may include dressing, bathing, low impact exercises, range of motion and other non-medical assisted care.
2. Performs housekeeping chores which includes mopping and vacuuming floors, dusting, dishwashing, bathroom cleaning and laundry (if facilities are available in home) for client only.
3. Prepares trash for solid waste pick-up.
4. May assist in planning and preparing light meals or snacks for elders.
5. Reports concerns regarding the health and safety of clients to the Home Service Manager.
6. Acts as an advocate to refer for public assistance when needed.
7. Completes and keeps accurate client reports.
8. Submits program activity reports to supervisor in a timely manner.
9. Maintains confidentiality on all matters related to elders.
10. Attends training as required by the funding agency and by the Isleta Elderly Program.
11. Other duties as assigned.

EDUCATION AND EXPERIENCE:

1. High School diploma or GED required.
2. Two years experience in social work, gerontology, homemaker and other in-home assistance to frail or disabled elderly clients.
3. Certified Nursing Assistant background preferred.
4. Must be CPR and First Aid Certified. (If not certified, must obtain certification within 6 months).

NECESSARY SPECIAL REQUIREMENTS:

1. Tribal member preference and 21 years of age or older.
2. Ability to communicate in English with the ability to speak and converse in Tiwa language is highly preferred.
3. Ability to prepare written reports and keep accurate records.
4. Ability to demonstrate sensitivity to Isleta tribal customs and traditions.
5. Ability to maintain a professional demeanor while dealing with clients or their family members.
6. Knowledgeable in the provision of care for persons who have Alzheimer's disease or related disorders.
7. Knowledgeable of community resources.
8. Ability to engage elders in activities with consideration to physical or mental capabilities.
9. Ability to obtain CPR and First Aid Certification within identified time frame.
10. Ability to work independently and be responsible.
11. Ability to show compassion and remain cheerful.
12. Ability to maintain a high level of integrity, honesty and patience.
13. Ability to successfully pass a thorough background investigation and drug test.
14. Valid NM state driver's license with current automobile insurance and with the ability to meet tribal insurance standards is required.
15. Ability to be tactful, honest, and discreet while working in private homes.
16. Ability to maintain high standards of confidentiality of information.
17. Ability to make oral reports to family members, Site Manager, or Director as needed.

PHYSICAL REQUIREMENTS:

Use of back, shoulders, arms, hands, and fingers when assisting elders and completing household chores and handling of equipment will occur. Position requires individual to stand for long periods of time and do frequent bending. Exposure to common household cleaning agents may occur. Position may require an individual to be able to lift up to 50lbs. Individual will be required to travel to different work sites and on occasions may be required to attend mandatory meetings and training.

VJJ/HR-PLL/Elderly-4-30-07

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