



PUEBLO OF ISLETA  
HUMAN RESOURCES DEPARTMENT  
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### VACANCY ANNOUNCEMENT

**POSTING NO: 102-15**

**OPENING DATE: 07/06/2015**  
**CLOSING DATE: CONTINUOUSLY**  
**ACCEPTING APPLICATIONS**  
**POSTED WITHIN PUEBLO ONLY**

**POSITION:** Personal Care Service Aide  
**PAY GRADE:** NE2 \$8.25/hr. (Occasional/No Benefits/Up to 40 hours per week)  
**FLSA STATUS:** Non-Exempt  
**DEPARTMENT:** Elderly Program  
**REPORTS TO:** Personal Care Services Manager

#### PERSONAL CARE SERVICE AIDE (PCS)

This position is located at the Pueblo of Elderly Program, Isleta, New Mexico. The position is responsible for providing overall support and personal care services to a PCS Client in the comfort of their home and help them maintain the highest level of independence.

#### Minimum Qualifications/Requirements:

- High School Diploma or GED, Must be 18 years of age or older
- Must have Food Handlers and First and CPR Certification within 30 days of employment
- Ability to speak Tiwa is preferred

#### Knowledge, Skill and Ability Requirements: Describe how you obtained these Knowledge's, Skills and Abilities.

- Knowledge of how to follow client's IPOC-Individual Plan of Care
- Skill in assisting in bathing/showering/toileting, washing hair, skin care, feminine hygiene, getting dressed, combing/brushing hair
- Ability to perform house work such as vacuum, sweep, mop, dust, make bed, wash/fold/dry/put away laundry

#### Other Requirements:

Individual selected is subject to the following:

- Employee may be exposed to unpleasant orders, bodily fluids, and infectious disease
- Satisfactorily pass a background investigation, with NO prior convictions of any felonies
- Must comply with the Pueblo of Isleta Drug Free Workplace policies.

**PREFERENCE:** Tribal preference and Native American Indian preference applies to all Pueblo of Isleta Positions.