



# PUYALLUP TRIBE OF INDIANS



## JOB ANNOUNCEMENT

**OPENS:** JANUARY 27, 2016 **CLOSES:** OPEN CONTINUOUSLY  
**JOB TITLE:** HOME COMPANION **DEPARTMENT:** ELDERS CARE SERVICES  
**REPORTS TO:** HOME SUPPORT MANAGER  
**SALARY:** \$11.75/HOUR

*NOTE: THIS IS A PART-TIME POSITION – MAXIMUM 20 HOURS PER WEEK*

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### POSITION SUMMARY:

Under the supervision of the Home Support Manager, the Home Companion will provide meal preparation, light housekeeping and/or shopping errands to Tribal Elders or Vulnerable Adults in their homes as outlined by a home support plan.

### ESSENTIAL DUTIES AND RESPONSIBILITY:

1. Socializes with Elder or Vulnerable Adult with conversation, playing games, creative projects, accompanying to events.
2. Provides transportation to clients for healthcare, errands and scheduled events. These tasks may require a variety of duties as requested by the client to include obtaining household supplies and running errands.
3. Accompanies client to doctors' offices and on other trips outside the home, providing transportation, assistance and companionship.
4. Reminds Elder to take medications.
5. Supervises personal hygiene. Report any concerns to supervisor.
6. Submits activity sheets/logs/notes in a timely manner for review by supervisor that clearly reports any change in the Elders condition or significant events.
7. Plan, prepare and serve nutritious meals and assist in feeding clients as needed. May be required to assist with purchase of food needed for meal preparation. Also required to provide clean-up after meal preparation.
8. Performs other duties as assigned.

### SUPERVISORY RESPONSIBILITIES

This position does not have any supervisory responsibilities.

### QUALIFICATIONS AND REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **Education and/or Experience**

High school diploma or general education degree (GED); and six months experience in preparing nutritious meals, performing light housekeeping and providing companionship to a client(s) ; or equivalent combination of education and related experience. Must demonstrate a mature, emotionally stable manner and display a sympathetic attitude toward providing services to clients at home who have medical or behavioral health issues.

## **Other Requirements:**

- Must take initiative and responsibility for decisions as an individual and exhibit commitment to the goals and vision of the department.
- Must adhere to ethical business practices by striving to perform in a manner that conforms to the highest standards of ethical behavior, integrity and honesty. Maintains professionalism and mindful regard to client's privacy, personal effects, safety, health and well-being.
- Maintains integrity and standard of personal ethics on and off the job so as not to call trustworthiness with client's personal effects into question.
- Continuously promotes a safe and efficient working environment by adhering to the Tribe's and Department's policies and procedures.
- Continually maintains confidentiality of all departmental and client related information. Protects client's right to privacy.
- Maintains proper attendance and punctuality to ensure that the department is operated in an efficient and cost effective manner.
- Adheres to departmental dress codes as requested by supervisor.
- Attends and participates in staff meetings, required in-services, departmental activities and other meetings as requested.
- Utilizes material, equipment and time in a safe, beneficial and cost effective manner. Organizes workload to complete responsibilities in an appropriate and timely manner.

## **Language Skills**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

## **Mathematical Skills**

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

## **Reasoning Ability**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

## **Licenses or Certificates**

Must have a valid and unrestricted Washington State driver's license and be insurable, and must sign a release of information to obtain a Washington State Driving Abstract periodically throughout

employment. Driver's License must not contain any restrictions that would prevent the employee from driving a GSA vehicle.

Must have or obtain (and maintain) a First Aid/CPR certification within the first 90 days of employment.

Must have a Negative TB Skin Test.

Must successfully complete and pass Elders Training/Orientation as provided by the Elders Care and Vulnerable Adults Services Department.

### **Other Skills and Abilities**

Ability and knowledge to work closely with Puyallup Tribal clients.

Must be culturally sensitive to Tribal customs, traditions and practices.

Must submit to and pass a criminal and social and health services background check prior to employment and periodically after employment, including random urine analysis to ensure safety of clients. Background check includes fingerprinting clearance.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear and perform repetitive movements of the upper extremities.
- Ability to withstand periodic contact with dog/cat hair, dust, mold, mildew and household cleaning solutions.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Requires the ability to read, write, communicate, and interpret information accurately in English.
- Requires the ability to concentrate and consistently produce accurate work.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The employee must possess reliable means of transportation to and from work.
- The employee may be exposed to unsanitary conditions in some home settings.
- The employee may be exposed to high crime areas within the service community.
- The employee may be required to endure exposure to weather and temperature extremes.
- The noise level in the work environment is usually moderate.

- Required to travel to Puyallup Tribal client's homes throughout the service area.

The Puyallup Tribe of Indians reserves the right to revise or change job duties and responsibilities as the need arises. This position description does not constitute a written or implied contract of employment.

***INDIAN PREFERENCE EMPLOYER AS REQUIRED BY LAW***

**HOW TO APPLY:**

*Submit application and resume postmarked by the closing date to:*

Human Resource Department  
Puyallup Tribe of Indians  
3009 East Portland Avenue  
Tacoma, WA 98404

Ph.#: (253)573-7863

Fax#: (253)573-7963

Email: [jobs@puyalluptribe.com](mailto:jobs@puyalluptribe.com)

*Note: Applications & copies of job announcements available at Rm. # 157  
or online at [www.puyallup-tribe.com](http://www.puyallup-tribe.com)*