



PUYALLUP TRIBE OF INDIANS



JOB ANNOUNCEMENT

OPEN:	APRIL 4, 2018	CLOSES:	APRIL 17, 2018
JOB TITLE:	HOME SUPPORT AIDE	DEPARTMENT:	ELDERS CARE SERVICES
REPORTS TO:	HOME SUPPORT MANAGER	HOURS:	FULL TIME – 40 HRS/WK

POSITION SUMMARY:

Under the supervision of the Home Support Manager, the Home Support Aide will provide personal care, 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. Performs competently by assisting clients with skills/tasks as defined in their home support plan.
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. Assists personal care to clients with limited mobility such as bathing, grooming, elimination needs, transferring, dressing/undressing, and ambulation together with any household tasks (e.g. making bed, changing linens, laundry, light housekeeping, etc.) essential to the client's health in accordance with the individualized care plan. Also will provide patients with help moving in and out of beds, baths, wheelchairs or automobiles.
4. Takes client's pulse, temperature and respiration and logs in records of client care.
5. Accompanies client to doctors' offices and on other trips outside the home, providing transportation, assistance and companionship.
6. Maintains accurate and up-to-date records of patient care, condition, progress and problems in order to report and discuss observations with a supervisor or case manager. Submits activity sheets/logs/notes in a timely manner for review by supervisor.
7. Provide clients and families with emotional support and instruction in areas such as elder care, preparing healthy meals, independent living and adaptation to disability or illness.
8. Direct clients in simple prescribed exercises and in the use of braces or artificial limbs.
9. 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.

10. Implements appropriate infection control practices.
11. 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 one year social service health field-related experience and/or training; or equivalent combination of education and experience. Must have and maintain a Certified Nursing Assistant (CNA) certification, or Nursing Assistant Certified (NAC). Must demonstrate a mature, emotionally stable manner and display a sympathetic attitude toward providing services to clients at home who have medical issues.

Other Requirements:

- Must demonstrate appropriate judgment skills to be able to make independent decisions in routine client care matters.
- Must take initiative and responsibility for decisions as an individual and exhibit commitment to the goals and vision of the department.
- Must place the needs of the client first at all times and strive to deliver excellent care to clients in their home.
- 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.

Must have or obtain First Aid/CPR certification within the first 90 days of employment.

Must have a Negative TB skin test

Required to have and maintain a Certified Nursing Assistant (CNA), or Nursing Assistant Certified (NAC), or Home Care Aide Certification.

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.

Ability to work cooperatively and positively with others.

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.
- The employee must regularly lift and/or move up to 50 pounds, perform one person transfer under routine and emergency situations, reposition a bedbound patient alone.
- 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

The undersigned has reviewed this job description and understands and acknowledges that this job description is a complete description of the duties and responsibilities of the position, and further acknowledges that they are able to perform the essential functions and physical demands as required by the position.

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

*Note: Applications & copies of job announcements available at Rm. # 157
 or online at www.puyallup-tribe.com*