



**PUEBLO OF JEMEZ
JOB ANNOUNCEMENT
2023-004
HEALTH & HUMAN SERVICES
PATIENT SERVICES
PERSONAL CARE ATTENDANT/CAREGIVER**

Position Title:	Personal Care Attendant	Pay Level:	\$15.00/Hourly
Position Open Date:	01/19/2023 – Until Filled	Department:	Patient Services
Position Status:	Full-Time	Classification:	Non-Exempt
Supervisor:	Patient Services Manager	Location:	Health & Human Services

POSITION SUMMARY:

This position is responsible for providing personal care and assistance with daily living activities to patients in their homes to enable the person to living independently within the community.

This job description indicates, in general, the nature and levels of work, knowledge, skills, and other essential functions expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.

QUALIFICATIONS:

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.

EDUCATION & EXPERIENCE:

High School diploma or General Equivalency Diploma (GED).

REQUIRED CERTIFICATES, LICENSES TRAININGS, AND REGISTRATIONS:

New Mexico Driver's License
Background Investigation
CPR, First-Aid and Food Handler's Certification within sixty (60) days of date of employment

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

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

Will be required to provide transfer and lift assistance to disabled clients as needed. Must operate household machinery such as vacuum cleaners and be capable of regularly completing physical tasks such as those required for sweeping, mopping, lifting loads of clothing, etc.

ESSENTIAL FUNCTIONS:

- Assists clients with activities of daily living (ADLs) within the home, including but not limited to
 - Functional mobility, which includes the ability to walk and transfer in and out of a chair or bed
 - Personal hygiene, oral care and grooming, including skin and hair care
 - Showering and/or bathing
 - Toileting, which includes getting on/off toilet and cleaning oneself
 - Dressing, which includes selecting appropriate attire and putting it on
 - Self-feeding
- Assists with instrumental activities of daily living including preparing and serving meals, washing laundry, light housekeeping transportation referrals, and exercise
- Assists clients with transfers from lying down to sitting, sitting to standing, in and out of vehicles, etc., medication reminders, medical equipment, checking blood sugar
- Transports clients to and from various locations for shopping, banking, and appointments following a pre-established schedule or on an on-call basis; adjusts schedules as required
- Maintains a healthy and safe environment; and ensures client's health and safety while in their care
- Maintains caregiver activity log and monthly activity checklists
- Attends all required JHHS trainings and meetings
- Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a work team
- Represents the Pueblo with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public

REQUIRED KNOWLEDGE AND SKILLS:

- Safety principles, practices, methods and equipment related to the work
- Laws, rules and regulations for operating a motor vehicle in the state of New Mexico
- Safe work practices and sanitation related to food preparation and service
- Customer service and public relations methods and practices
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone, often where relations may be confrontational or strained
- Understanding and following oral and written directions
- Driving a vehicle skillfully and safely
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities
- Dealing effectively and patiently with disabled individuals and others needing special assistance
- Establishing and maintaining effective working relationships with those contacted in the course of the work
- Communicating effectively in oral and written forms
- Using tact, discretion and prudence in dealing with clients
- Working as a member of a team

To apply for the position posted, please apply as follows;

Send;

Pueblo of Jemez Job Application

Cover Letter

Professional Resume

To;

humanresources@jemezpueblo.org

Pueblo of Jemez – Human Resources Department
PO BOX 100 Jemez Pueblo, New Mexico 87024
Phone: (575) 834-6333
Fax: (575) 834-0604
E-mail: humanresources@jemezpueblo.org

Or;
Pueblo of Jemez – Attention Human Resources Department
PO BOX 100
Jemez Pueblo, New Mexico 87024

Or;
Visit the Pueblo of Jemez Website – Careers
www.Jemezpueblo.org