

JOB ANNOUNCEMENT

TITLE: IN-HOME HEALTH AID (Part-Time)
SALARY: \$12.00 an hour DOE (NON-EXEMPT)
OPEN DATE: August 28, 2020
CLOSED DATE: September 7, 2020

DEFINITION:

The In Home Health Aid is under the daily supervision of the Community Health Representative (CHR) and in the CHR's absence under supervision of the Band Administrator. The scheduled hours are Monday – Friday (9 a.m. – 11 a.m. & 1 p.m. – 3 p.m.)

TYPICAL DUTIES:

- (Examples listed may not include all duties that will be performed)
- The IHHA provides follow-up and continuing care to patients released from the hospital and under doctor's care.
- The IHHA assist client with personal care including bathing, exercising, and other physical needs.
- The IHHA assists the client with medical appointments and may provide transportation to and from medical appointments if no other source of transportation is available.
- The IHHA assists client with their nutritional needs from food preparation to shopping, food storage, and meal planning.
- The IHHA assists with maintenance of the home by performing housekeeping tasks that cannot be performed by the client.
- The IHHA reports all emergency situations immediately to the Supervisor.
- The IHHA maintains client files and records in a confidential manner.
- The IHHA will attend training as it is made available.
- Will be required to drive out of town for patient appointments

- **Other duties as assigned by the supervisor**

QUALIFICATION: KNOWLEDGE, ABILITY, AND SKILLS:

- The applicant must have the ability to work congenially with members of the Indian Community.
- Applicant must have basic knowledge, job abilities, and skills in general housekeeping.
- Applicant must have communication skills suitable to assist client with medical appointments.
- Applicant must have basic knowledge of nutrition and food handling.
- Applicant must have knowledge of and practice cleanliness at all times.
- Must be willing to travel out of town for patient appointments
- Must have a valid driver's license
- Must have a clean driving record for a minimum of three (3) years and no D.U.I.'s.
- **Must provide copy of driving record from Nevada DMV.**

EDUCATION AND TRAINING:

- Must have a High school diploma or equivalent
- Applicant must have two (2) years experience in housekeeping and at least one (1) year in a health-related field.
- Volunteer experience may be substituted for work experience.

APPLICATIONS

Applications may be obtained at the Elko Band Administration Office located at 1745 Silver Eagle Dr, or you can download and application at elkobandcouncil.com. Any questions regarding job openings or the application process contact Elko Band HR by calling 775-738-8889.

INCOMPLETE APPLICATIONS WILL BE DENIED. You must submit a copy of valid drivers license and driving record with your application or it will be considered incomplete.