

**CONFEDERATED SALISH AND KOOTENAI TRIBES
OF THE FLATHEAD NATION
PO BOX 278
PABLO MT 59855
(406) 675-2700
PERSONNEL OFFICE FAX: (406) 675-2711
WEBSITE ADDRESS: csktribes.org
E-mail: shelley.grenier@cskt.org**

******VACANCY ANNOUNCEMENT******

TITLE: Home Care Provider
One (1) or more contract positions

LOCATION: Department of Human Resource Development
Elderly Services Division

SALARY: \$18.08 per hour

CLOSING DATE: Thursday, December 12, 2024 at 5:30 p.m.

SPECIAL CONDITIONS:

This position (is) a Testing Designated Position (TDP) within the definition of the CSKT Drug Testing policy. A favorable determination resulting from a completed Background Investigation is required prior to your placement in this position. The successful applicant, if not already employed by the Tribes must pass a pre-hire drug test and serve a mandatory six (6) month probationary period.

HOME CARE PROVIDERS provide services of support that assists the elderly/ill patient with the activities of daily living. The majority of care is still provided by the family. Home care providing is developed to preserve independence, prevent or postpone institutionalization, save money, improve the quality of life and relieve primary Home Care Providers stress.

DUTIES:

- The HOME CARE PROVIDER prepares or assists with tasks such as preparing special diets, assist with bathing/showering bed-bath, dressing, grooming, oral care, light housekeeping duties, ambulation, performs occupied/unoccupied bed-making, assists with self-administered medications/injections and monitors health status.
- The HOME CARE PROVIDER can arrange medicine so it is convenient, bring a glass of water, remind client when it is time and stand by to watch that it has been administered at the right dose. The HOME CARE PROVIDER can hand med-box or filled syringes to patient for self-administration. Note questions, concerns or changes noted relating to medications immediately to the family and supervisor.
- The HOME CARE PROVIDER can assist with mobility/transfers/lifting, moving from one place to another, such as alighting from or entering into a vehicle, or from a chair to table, etc. The HOME CARE PROVIDER can assist with toileting.
- The HOME CARE PROVIDER can perform light housekeeping, such as personal laundry, vacuuming, sweeping, mopping, meal preparation, dish washing, changing linen, sanitizing the bathroom and tidying the rooms utilized by the client.

- The HOME CARE PROVIDER can provide transportation and escort services when no other means of travel is available. On occasion, the worker will drive and/or escort their patient for shopping, pharmacy or doctor appointments. At times, the HOME CARE PROVIDER may find it necessary to shop for client keeping in mind cost and client preference. Employees must have current driver's license and auto insurance to be able to perform these responsibilities.
- The HOME CARE PROVIDER can be a vital source of moral support with individuals beginning to lose independence, social contacts and interaction with the community.

MINIMUM QUALIFICATIONS (AS REFLECTED ON THE TRIBAL EMPLOYMENT APPLICATION)

- Must have valid Montana Driver's License. Must have reliable transportation and current liability insurance.
- Must pass drug testing and background checks (criminal, medical, employment, elder abuse, etc.) to be hired.
- Must be willing to train for Montana Home Health or Montana Certified Nurse Aide State Certification, when available.
- Must be CPR and First Aid Certified or agree to complete certification as soon as it can be scheduled and it is offered at least once a year.
- Hospice training or bereavement services is helpful.
- Must have the ability to understand and carry out instructions and keep clear and precise records. Individuals must attend required training courses that are deemed necessary as scheduled by supervisor. Must be willing to complete course work, which will maintain the equivalent State PCA Certification requirements, if applicable.
- Must be up to date on all immunizations: TDAP/DTAP, MMR, Polio, Varicella, Hepatitis A/B and yearly Influenza immunizations. Must have a negative TB Titer on a yearly basis.
- Must have a means of communication, such as: cell phone or land line and be available to work at any given time.

✚ **Interested applicants may obtain further information by requesting a copy of the full Position Description from the Tribal Personnel Office (406) 675-2700 Ext. 1043.**

SUBMIT:

1. Complete Tribal employment application.
2. Copy of relevant academic transcripts and/or training certificates.
3. Copy of "current" valid Driver's License.
4. If enrolled in a Federally recognized Tribe other than CSKT, please submit proof.
5. If claiming Veterans preference, submit a copy of the DD214 form.

❖ **FAILURE TO SUBMIT THE ABOVE DOCUMENTATION MAY RESULT IN DISQUALIFICATION DURING THE SCREENING PROCESS**

INCLUDE A LETTER OF REFERENCE, COVER LETTER OR A RESUME AS A PERSONABLE SUPPLEMENT TO THE APPLICATION PACKET.

SUBMIT ALL OF THE ABOVE TO: Personnel Office, P.O. Box 278, Pablo MT 59855, Telephone 406-675-2700, Ext. 1040, personnel@cskt.org. **FOR MORE INFORMATION:** Contact Diane Matt, Trust Manager Specialist/Elder Services Division Manager @ 406.675.2700, Ext. 1303 -OR- Kietra Nielson, Personal Care Provider Coordinator @ 1139.