



Human Resources Department Pueblo of Santo Domingo

JOB ANNOUNCEMENT

POSITION TITLE: Sr. Center Respite Care Giver

SALARY RANGE: hourly, DOE

DEPARTMENT: SD Senior Center

POSITION STATUS: FT Non-exempt

SUPERVISOR: Luciano Baillon

JOB POSTING ID: SDSC 191115

Open till filled

Santo Domingo Tribe exercises Indian Preference in employment opportunities but otherwise supports non-discrimination on the basis of age, sex, religion, disability, color, race, or national origin, except where required by bona fide business necessity

Basic Purpose:

The purpose of a respite care provider is to give the primary caregiver a break from the daily responsibilities of caring for people who need continuous care or monitoring.

Essential Functions:

- Provide personal needs such as bathing, dressing, preparing food, feeding, light housekeeping etc.
- Administer medications at certain times of day, help patients to the bathroom, and monitor behavior for any changes in health.
- Maintain careful records of each patient's medical history, current health needs, and physical and mental abilities.
- Assist with occupational therapy, recreational activities, and help with basic daily living activities.
- Prevent accidents or other mishaps and call an emergency number if necessary when caring for patient.
- Provide transportation and supervision to activities, as requested by the caregiver.
- Other duties as assigned.

REQUIRED COMPETENCIES:

- **Integrity / Honesty**

All Santo Domingo Tribe employees must operate in an ethical manner by following all Santo Domingo Tribe policies and procedures relating to confidentiality, HIPAA, handling, tracking of client's records, and proper behavior between staff and clients. Incumbent must conduct oneself above the appearance of doing something wrong.

- **Teamwork**

All Santo Domingo Tribe employees must be competent in working effectively with division members and members of other divisions to resolve common issues or problems as well as listening and seeking others' perspective on how to complete assignments. Keeps others informed and up to date about tasks, progress, or projects.

- **Goal and Task Management**

Incumbent in this job needs to be able to plan, prioritize, set goals, establish standards, coordinate tasks, show concern for deadlines, and track progress with respect to personal performance.

- **Decisiveness**

Incumbent in this position must be able to successfully determine and initiate a course of action. Incumbent must require the consideration of multiple options, information sources, and development of contingency plans.

- **Vision**

Incumbent in this position must have the ability to gain an understanding of where an organization is headed in light of internal and external trends and influences.

- **Interpersonal Skills (Working with Others)**

Incumbent in this position must be able to communicate one's feelings, preferences, needs, and opinions in a way that is neither threatening nor punishing to another person, while at the same time recognizing effort of others and praising that effort.

- **Effort and Initiative**

Incumbent in this position must have the ability to work and take action without specific direction and without being monitored.

MINIMUM QUALIFICATIONS:

- High School Diploma or GED equivalent
- Excellent computer and managerial skills to complete multiple tasks.
- Excellent oral and written communication skills to focus the efforts to meet the goals of primary caregiver and patient.
- Requires manual dexterity and the ability to lift 75 pounds as well as assist or lift clients in and out of bathtubs, chairs, beds, etc.
- May be required to work evenings, weekends, and holidays.
- Keres speaker preferred.
- Must have CPR/First Aid certification.
- Must be able to satisfactorily pass a background check.
- Valid driver's license with ability to meet Santo Domingo Tribe liability insurance requirements and maintain eligibility for insurance.

HOW TO APPLY

Please submit complete application packet.

- By email: SDTHumanResources@kewa-nsn.us, subject line: **Sr. Center Care Giver – [Your Name]**
- By mail: Santo Domingo Tribe Human Resources, PO Box 127, Santo Domingo NM 87052
- By fax: (505) 465-2043 Attn: Human Resources
- In person: Human Resources Department, 10 Tesuque St, Santo Domingo NM 87052

Incomplete application packets may delay or exclude consideration of your application. A complete application packet includes the following:

- Santo Domingo Tribe Employment Application
- Cover Letter
- Resume