



**NEVADA URBAN INDIANS, INC.
JOB DESCRIPTION**

Title: Elder Support Partner
Options: Homemaking
Transportation
Support Services

Department: Community Health

Exemption: Non-Exempt – Eligible for Overtime

Supervisor: Health Services Manager

Employment Decree: Employment with Nevada Urban Indians is “At-Will” and not for any specified term. Either party (employee or employer) can terminate employment at any time, for any reason, with or without any notice.

DESCRIPTION:

Job Summary: Under general supervision of the Health Services Manager, provides in-home assistance and companionship services to clients who would not otherwise be able to maintain an independent living status without such assistance. May transport clients with disabilities or who have need of assistance.

MINIMUM QUALIFICATIONS:

Experience & Training Guidelines:

Graduation from high school or equivalent and one (1) year of full-time (paid or volunteer) domestic or personal care experience providing basic homemaking skills in an in-home setting for seniors, indigent and/or disabled persons; or any combination of training and experience that would have provided the required knowledge, skills and abilities. Requires applicant be a minimum age of 18

License and Certificates:

Must possess a valid Nevada (class C) Driver's License; provide proof of a current good driving record; be capable of being insured to operate a motor vehicle; and have two (2) years of motor vehicle experience. Must possess a personal motor vehicle that may be used for work purposes and carry insurance with coverage for any passengers.

Within one month of appointment must have successfully completed and received a defensive driving certificate.

Within six months of appointment must have successfully completed a recognized first aid course and possess a current CPR certificate

Conditions of Employment:

On day of appointment, must have fingerprints taken and complete a criminal background check with satisfactory results, cost of which will be paid by the employer (depending on funding source).

On day of appointment, must submit to a pre-employment drug screening with satisfactory results. Employment with NUI is contingent upon satisfactory results of background check and drug screen.

On day of appointment must successfully complete a pre-placement physical exam, cost to be at the expense of the employer and annually thereafter.

MINIMUM QUALIFICATIONS: (cont.)

Physical Demands:

Work is primarily performed in a home setting and/or by driving a motor vehicle and assisting in the loading and unloading of clients. Requires strength and ability to exert moderate physical effort in sedentary to light work, typically involving some combination of stooping, kneeling, bending, crouching, crawling, lifting up to 50 pounds, carrying 20 pounds and pushing/pulling wheelchairs up to 250 pounds. Ability to operate equipment and/or machinery requiring simple, periodic adjustments, such as mechanical lifts. May require standing or sitting for extended periods of time; to have vision sufficient to read printed materials; to have speech and hearing sufficient to communicate in person or over the telephone.

Supervision Exercised:

Supervise clients being transported in agency or personal vehicle to various locations; ensure all motor vehicle laws, rules, regulations and practices of vehicle operations and safety are adhered to.

ESSENTIAL FUNCTIONS: duties and responsibilities may include, but are not limited to, the following

Homemaking Duties include, but are not limited to:

- performing general residential cleaning tasks for clients, including mopping floors, vacuuming, cleaning kitchen appliances, dusting, washing dishes, changing linens, and general cleaning of bathroom and kitchen areas.
- Planning and preparing nutritious meals consistent with cultural and economic standards of the client; shop for food and essential household supplies; maintain receipts for any purchases made on behalf of client.
- Launder client's clothing and linens either in the home or using a Laundromat; fold laundered items and make ready for client's use.
- Shop for food and essential supplies; pay bills; assist with budgeting
- Assist in planning daily work and play activities, such as arts and crafts, playing cards, puzzles, etc.; engage clients by participating with them in activities that will provide both support and companionship
- Observe and identify client behavior and neglect or abuse within the family unit and report observations and/or concerns to supervisor; observe home environment and/or lifestyle and record observations;
- Prepare and maintain reports of time worked, mileage and services provided to clients
- Grants management, including but not limited to: grants research, grant compliance, adherence to grants budget, developing grant reports to funding agency, Executive Director and Board of Directors

Transportation Duties include, but are not limited to:

- Drive agency vehicle to various locations as needed, either by a pre-defined schedule or on an as needed basis, to pick up and let off passengers. Supervise behavior of clients aboard the vehicle to maintain safety requirements. Assist passengers with embarking and disembarking, if assistance is needed. May load and unload vehicle with packages and other items, as required.
- Drive defensively, following safe driving practices and state/local laws.
- Inspect vehicle to ensure it is in a clean and operable condition (i.e. washing and polishing exterior, vacuuming/washing and sweeping out interior vehicle); report the need for service or repair; perform basic vehicle maintenance (i.e. checking oil, gas, radiator coolant, tire air pressure and windshield cleaning chemical);

ESSENTIAL FUNCTIONS: (cont.)

- Maintain trip and mileage records and logs, client information for transport needs and other data for various reports; report accidents and unsafe road conditions.
- Administer basic first aid, when needed, and seek further medical assistance if needed.

Other Duties and Responsibilities:

- Contribute to the efficiency and effectiveness of Community Health by offering suggestions and participating as an active member of a work unit. May perform light clerical duties as daily work schedule permits.
- Maintain client statistics. Prepare / submit monthly program reports. Work closely with the Health Services Manager to ensure efficient use of grant funds for elder support purposes.
- Assist with coordination and planning of organizational events

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: Homemaking skills, such as cleaning, washing, laundry, and grocery shopping; practices and techniques for maintaining a household; the preparation of nutritious and economical meals, with special adult diets, as required; basic personal hygiene techniques; basic safety practices related to the work requirements; basic recordkeeping practices; local traffic laws and regulations for operating a motor vehicle; streets and roads located within the county; safety principles, practices and equipment related to job responsibilities; of practices of automotive operations and safety; techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds

Skill in: Driving a vehicle skillfully and safely; maintaining accurate records of work performed, including clients transported; understanding and following oral and written directions; working without close supervision in daily work situations; contribution effectively to the accomplishment of the work unit goals, objectives and activities; establishing and maintaining effective working relationships with those contacted in the course of work; to deal effectively with disabled individuals and others needing special assistance; use of a personal computer and various software programs.

Ability to: Develop sound relationships involving trust and respect with clients; identify signs of abuse, neglect and abnormal behavior and report to supervisor; detect negative behavior patterns and take appropriate action. Operate both manual and automatic transmission vehicles; apply defensive driving principles; follow oral and written instructions; use good judgment in meeting unforeseen circumstances; establish and maintain effective working relationships; working with minimal supervision; accept and comply with directions; to maintain confidentiality.

SPECIAL NOTE:

Nevada Urban Indians, Inc. is an equal opportunity employer and encourages all qualified applicants to contact the agency about employment opportunities. Indian hiring preference may apply to some positions dependent upon funding agency (i.e. Bureau of Indian Affairs, Title V, Johnson O'Malley, and Indian Health Service funded positions).

ESTABLISHED: July 25, 2005

REVISED: June 23, 2008 (merge Transporter & Elder Support job descriptions)
July 01, 2009 (insert work options within job description)
June 27, 2011


NUI Board Chairperson