POSITION ANNOUNCEMENT
EC-2024-04

POSITION TITLE: Respite Provider
CLASSIFICATION: Non-Exempt, Regular Part-time, (25 hours per week)
DEPARTMENT: Elder Center
SUPERVISOR: Elder Center Director
STARTING SALARY: $12.00 per hour
OPENING DATE: January 24, 2024

Position Summary:
Under the general supervision of the Elder Center Director, the incumbent will provide respite services to the caregiver at the home of the client, at the caregiver’s home, or the Elder Center. The Respite Provider will coordinate services with the Elder Center Director and the caregivers. The incumbent will maintain confidentiality of all privileged information and must be willing to work flexible hours to accommodate scheduled activities.

Minimum Qualifications
- High School Diploma or General Educational Development (GED) plus six months experience working with the elder population.
- First Aid/CPR certified or become certified within the first 90 days of employment.
- Must possess and maintain a valid Driver’s License and must be eligible for coverage through Pueblo de Cochiti’s provider.
- This position requires a criminal background check with no prior convictions of any felonies that include tribal, state, and federal inquiries,
- Ability to pass a pre-employment drug screening and must comply with Pueblo de Cochiti’s Drug-Free Workplace policy.

Preferred Qualifications
- Ability to speak the Keres Language

Essential Duties & Responsibilities
- Conducts respite services for the caregiver while conducting home visits.
- Monitors client living environment for sudden or drastic changes that might indicate a need for follow-up, monitoring, or immediate intervention.
- Maintain a daily log of statistical data for reporting purposes.
- Sensitivity to the needs of the caregiver and client.
- Attends meetings, conferences, and training sessions relevant to the caregiver or Elder Center.
- Collaborates with the Elder Program Director to ensure appropriate services are provided to the caregiver.
• Transports clients to and from service agencies, Elder Center, appointments, or outside activities as needed.
• Assist the Elder Center staff with the provision of services.
• Maintains confidentiality of all privileged information.
• Driving is required.
• Performs other duties as assigned.

Knowledge, Abilities, Skills
• Knowledge of traditional forms of government and Pueblo customs and traditions.
• Knowledge of the unique governmental structure and organization within Pueblo de Cochiti.
• Knowledge of records management.
• Knowledge of Elder needs and sensitivity to the aging process.
• Knowledge of Microsoft Office Suite - Excel, Word, PowerPoint, Access, etc.
• Ability to maintain a high level of confidentiality (Privacy Laws, HIPPA, and other rules/regulations)
• Ability to represent Pueblo de Cochiti professionally at all times.
• Ability to understand organizational structure, functions, policies and procedures for programmatic effectiveness.
• Ability to work independently and make appropriate decisions.
• Ability to handle multiple tasks and meet deadlines.
• Ability to interact and maintain a positive working relationship with stakeholders, service providers, and other individuals of various social and cultural backgrounds in and outside of this community.
• Ability to demonstrate moral character, honesty, tact, and fairness.
• Ability to work various schedules and extended work hours.
• Ability to understand and use effective oral and written communication.
• Ability to obtain Food Handlers Certification.
• Ability to be compassionate and caring.
• Ability to recognize abuse and neglect.
• Skill in socializing and working with the elder population.

Physical Demands
While performing the duties of this job, the employee regularly is required to stand, walk, sit, have manual dexterity, talking to individuals and groups. The employee frequently is required to work with a computer and/or laptop, communicate verbally and in writing and work outdoors. The employee must be able to lift and/or move up to 20 pounds.

Work Environment:
Work is generally performed in an office and/or elder home setting or the Elder Center with moderate noise levels. Travel may be required for training, meetings, and conferences, and other events. Evening and/or weekend work may be required. Employees may be exposed to unpleasant odors, hazardous material, and infectious diseases which require following basic safety precautions.

CLOSING DATE: OPEN UNTIL FILLED

TO APPLY:
Submit a completed tribal application, cover letter, and resume to Pueblo de Cochiti at: marsha.chavez@cochiti.org or PO Box 255, Cochiti Pueblo, NM 87072. For consideration, application must be submitted before the closing date at 5 p.m. For other job inquires, contact (505) 629-4284.

It is the policy of Pueblo de Cochiti to give preference to Cochiti enrolled tribal members