

**APPLY IN PERSON AT:**  
Human Resource Department  
909 Packerland Drive  
Green Bay, WI 54303



**OR MAIL TO:**  
Human Resource Department  
P.O. Box 365  
Oneida, WI 54155-0365  
Phone: (920) 496-7900  
Fax: (920) 496-7490

**APPLY ONLINE AT:**  
<http://oneida-nsn.gov>

A good mind. A good heart. A strong fire.

**POSITION TITLE:** Home Care Worker  
**POSITION NUMBER:** 02853  
**DEPARTMENT:** Community Health Services  
**LOCATION:** 525 Airport Dr Oneida WI  
**DIVISION:** Comprehensive Health  
**RESPONSIBLE TO:** Case Management Supervisor  
**SALARY:** NE04 \$12.73/Hr. (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)  
**(Employees will receive 5% below the negotiated pay rate during their probationary status.)**  
**CLASSIFICATION:** Non-Exempt  
**POSTING DATE:** April 17, 2019  
**CLOSING DATE:** Until Filled  
**Transfer Deadline:** April 24, 2019  
**Proposed Start Date:** As Soon As Possible

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#### **EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

The Oneida Nation does not discriminate on the basis of race, color, national origin, sex, religion, age or disability status in employment or the provision of services. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

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#### **POSITION SUMMARY**

This position will assist Oneida Elderly with in-home chores which includes; cleaning, laundry, cooking, limited personal care, cleaning windows, changing bedding, etc. to help them maintain a more independent lifestyle in their homes. Incumbent will be responsible for keeping records of services provided to clients. Continuation of this position is contingent upon funding allocations.

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#### **DUTIES AND RESPONSIBILITIES:**

1. Provide Homemaker services such as:
  - a. Meal preparation in accordance with any nutrition requirement.
  - b. Assistance with eating.
  - c. Light housekeeping.
  - d. Make medical and other appointments as necessary.
  - e. Provide laundry services.
2. Assist with limited personal care of client for comfort, cleanliness and grooming:
  - a. Bathing, hair care.
  - b. Oral Care
  - c. Dressing
  - d. Toileting
3. Provide concerns, observations and follow-up information on clients to the Community Health Manager and Registered Nurse (RN) oversight.
  - a. Assist with plan of care interventions.
  - b. Assist with self-administration of medications.
  - c. Provide range of motion (ROM) muscle flexibility and strengthening.
  - d. Provide simple transfers to include bed to chair or wheelchair and reverse.
  - e. Provide assistance with turning and positioning in bed.
  - f. Assist with mobility and ambulation including use of walker.
4. Maintain a daily record of services provided and ensure accurate recordkeeping and data entry of all services.
5. Provide client with companionship while caregiver takes a limited respite time.
6. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
7. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.

**JOB DESCRIPTION**  
**In-Home Chore Worker**  
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**DUTIES AND RESPONSIBILITIES:** (Cont)

8. The above duties and responsibilities are not an all inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

**PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

1. Frequently sit, stand and climb or balance; walk; use hands, handle, and feel; reach with hands and arms.
2. Occasionally stoop, kneel, crouch, crawl and lift and/or carry up to twenty-five (25) pounds.
3. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter as required.

**STANDARD QUALIFICATIONS:**

1. Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
2. Knowledge of the effects of aging on the physical, mental, and emotional development of individuals.
3. Knowledge of economic, health, mental health, security, and leisure issues related to the elderly population.
4. Knowledge of the Oneida community, history, and culture.
5. Skill in preparing operational reports.

**STANDARD QUALIFICATIONS (Cont.):**

6. Ability to exercise independent judgment.
7. Ability to maintain composure during difficult situations such as death and abuse.
8. Ability to interpret applicable federal, state, county, and local laws, regulations, and requirements.
9. Ability to work effectively with the elderly with empathy and enthusiasm.
10. Ability to establish and maintain good working relationships with the individuals of varying social and cultural backgrounds.
11. Ability and willingness to obtain certification in First Aid and CPR within three (3) months of employment. Must maintain CPR and Red Cross First Aide Certification during employment.
12. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
13. Must be willing and able to obtain additional education and training.
14. Must pass a pre-employment drug screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
15. Employees are required to have proof of immunity or dates of 2 doses of MMR and of Varicella prior to starting in any position within the Oneida Comprehensive Health Division. Any refusal of vaccination(s) or failure to provide proof of immunity may disqualify the applicant.
16. Must pass a background security check with the Oneida Nation in order to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Nation Gaming Ordinance as they pertain to the position. A temporary license or Gaming License issued by the Oneida Gaming Commission is required as a condition of employment and continuing employment within the Oneida Nation Gaming Division.
17. A valid, non-probationary driver's license or occupational driver's license, reliable transportation, and insurance are required. Must obtain a Wisconsin non-probationary driver's license or occupational driver's license within thirty (30) days of employment if applicant has an out-of-state driver's license. Must be authorized as eligible to operate a personal and Tribal vehicle under the Oneida Nation's Vehicle Driver Certification and Fleet Management Policy prior to actual start date. Must maintain driver's eligibility as a condition of employment.

**PREFERRED QUALIFICATIONS:**

**Applicants please clearly state on the application/resume if you meet these qualifications.**

1. One (1) year experience working as a Home Health Aide, Certified Nursing Assistant, or related field.

**MINIMUM QUALIFICATIONS:**

**Applicants please clearly state how you meet these qualifications on the application/resume.**

1. High School Diploma, HSED Diploma or GED Certification is required within one (1) year of employment. **(Must be enrolled in a GED Program prior to the end of probationary period and provide documentation to the HRD Office for employee personnel file.)** Applicants age fifty (50) and older are exempt from this requirement.

**ITEMS TO BE SUBMITTED:**

1. **Must submit a copy of the degree with the application to complete this application.**