

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

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



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

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

SECOND POSTING OPEN TO ALL APPLICANTS

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 Program Manager
SALARY: NE04 \$12.73/Hr. (NEGOTIABLE)
(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION: Non-Exempt
POSTING DATE: September 28, 2021
TRANSFER DATE: October 5, 2021
CLOSING DATE: Until Filled
Proposed Start Date: As Soon As Possible

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.

POSITION SUMMARY

This position, as part of an interdisciplinary team (IDT), serves frail elders, adults with physical disabilities and adults with intellectual/developmental disabilities who are members of the Oneida Community. The goal of the position is to provide high quality, person-centered, outcome-based care. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

The Home Care Worker position performs the following essential functions within the framework of Public Health Core Competencies (PHCC). These 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.

Analytical/Assessment Skills

1. Assess customer's long-term care needs, outcomes and risks.
2. Monitor and reassess customer's outcomes, and/or condition changes.
3. Implement risk mitigation strategies to promote the customer's health, safety and independence while respecting the member's rights.
4. 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.
5. Assist with limited personal care of client for comfort, cleanliness and grooming:
 - a. Bathing, hair care.
 - b. Oral Care
 - c. Dressing
 - d. Toileting

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DUTIES AND RESPONSIBILITIES(Cont.):

Policy Development/Program Planning Skills

6. Implement procedural and policy changes to improve operational efficiency.
7. Participate in team meetings and internal workgroups as required/requested.
8. Participate in on-going training to maintain current knowledge of professional standards.
9. Must adhere to strict confidentiality in all matters. (**MUST sign a confidentiality statement prior to employment.**)
10. Maintain confidentiality of the member information and protected health information (PHI) as required by State and Federal regulations, including the Health Insurance Portability and Accountability Act (HIPPA) of 1996.

Communication Skills

11. Provide concerns, observations and follow-up information on clients to the Community Health Manager and/or Registered Nurse (RN) oversight in a timely manner.
12. Maintain a daily record of services provided and ensure accurate recordkeeping and data entry of all services.
13. Operate business computers and office machines, including a Windows environment, specifically Word, Excel, Access and presentation software.
14. Communicate effectively in the English language, both verbally and in writing.

Cultural Competency Skills

15. Interact with customers, community partners and co-workers with fairness and equity and deliver services free of bias or prejudice.

Community Dimensions of Practice Skills

16. Develop and maintain existing relationships with partners.

Public Health Science Skills

17. Provide direct services to individuals and families during home visits, problem assessment, intervention, referrals and follow up services.
18. Adhere to all Tribal Personnel Policies and Procedures, Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
19. Maintain strict department security, confidentiality and quality to meet professional standards of the department.

Financial Planning and Management Skills

20. Meet funding and other financial deadlines and follow purchasing processes.

Leadership and Systems Thinking Skills

21. Maintain professional and technical knowledge by conducting research, attending seminars, educational workshops, classes and conferences; reviewing professional publications; establishing networks; participating in professional societies; conferring with representatives of contracting agencies and related organizations.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. Frequently walk, sit, handle, feel, reach with hands and arms and talk and hear.
2. Occasionally stand, stoop, kneel, crouch or crawl, lift or move up to twenty-five (25) pounds.
3. Work is generally performed in an office setting, as well as community sites including client homes and workplaces.
4. Work performed in the community is sometimes subject to conditions that range from inclement weather to dangerous conditions such as snow/ice, cold, heat. Community locations may subject worker to increased risk of driving hazards.
5. Must be able to access members' homes which are not required to comply with ADA regulations.
6. Ability to multi-task and work in a fast-paced environment.
7. In all settings, employees may need to relate to members of the public who exhibit challenging, atypical or hostile behavior and/or communication.
8. Evening and/or weekend work and extended hours and irregular shifts may be required.

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STANDARD QUALIFICATIONS:

1. A valid driver's license or occupational driver's license, reliable transportation, and insurance are required. Must obtain a Wisconsin 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 Law prior to actual start date. Must maintain driver's eligibility as a condition of employment.
2. Must pass a pre-employment drug screening. Must adhere to the Nation's Drug and Alcohol-Free Workplace Policy during employment.
3. 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's Gaming Division.
4. Employees are required to have proof of immunity or dates of 2 doses of MMR and proof of immunity or dates of 2 doses 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.
5. A Tuberculosis (TB) Screening and/or a 2 step TB Skin Test is required within thirty (30) days of employment.
6. Must adhere to strict confidentiality in all matters Health Insurance Portability and Accountability Act (HIPPA) training is required within thirty (30) days of hire and annually thereafter.
7. Basic Life Support (BLS) certification within ninety (90) days of hire.
8. Ability and willingness to obtain certification in First Aid within three (3) months of employment. Must maintain certification during employment.
9. Oneida Certification on Reporting Child Abuse and Neglect within ninety (90) days of employment.
10. Ability to exercise independent judgement.
11. Ability to maintain composure during difficult situations such as death and abuse.
12. Ability to work independently or as part of an interdisciplinary team and meet strict timelines.
13. Ability to communicate effectively and efficiently both verbally and in writing.
14. Ability to work effectively with the elderly with empathy and enthusiasm.
15. Skill in operating various word-processing, spreadsheets and database software programs in a Windows environment.
16. Ability to establish and maintain good working relationships with individuals of varying social and cultural backgrounds.
17. Ability to react calmly and effectively in emergency situations.
18. Must be willing and able to obtain additional education and training.

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. Applicants age fifty (50) and older are exempt from this requirement.

ITEMS TO BE SUBMITTED:

1. **Must provide a copy of diploma, license, degree or certification upon employment.**