



DUCKWATER SHOSHONE TRIBE

511 Duckwater Falls Road, P.O. Box 140068

Duckwater, Nevada 89314

(775) 863-0227 Phone

(775) 863-0301 Fax

JOB ANNOUCEMENT

POSITION: Homemaker / Elder Transporter

OPENING DATE: January 25th, 2024

CLOSING DATE: Open until filled

LOCATION: Duckwater, Nevada

SALARY: \$24.00/HR or D.O.E

JOB DESCRIPTION:

The incumbent will be under the direct supervision of the Health Manager. The nature of work includes working directly with the clinic staff and health staff.

HOMEMAKER DUTIES:

- Perform homemaker duties to elders ~ general cleaning duties such as: dusting, sweeping, mopping floors, clean bathroom sinks, toilets, and bathtubs; kitchen counters/stove, etc.
- Work closely with the Community, Health Manager and Social Services, to provide clients health and social services needs to the proper department.
- Complete schedule of homemaker duties and clients, providing a copy to the supervisor.
- Maintain records of all homemaker services and activities.
- Monthly shopping trips to Elko and Ely for senior shopping day.
- Once a week schedule laundry day for seniors who need laundry done.
- Transport elders to appointments, as needed.
- Visual wellness checks as needed.
- ***Not to be expected to do the following:*** Chop wood, mow lawns, painting, hair cutting, giving home permanents, giving medication, or moving heavy furniture or equipment.

KNOWLEDGE, ABILITIES AND SKILLS:

- Knowledge of the Indian Community and resources.
- Ability to keep accurate and confidential records of clients.
- Provide safe operation of a motor vehicle.

QUALIFICATIONS

1. Must be willing to train to receive CPR certification, and First Responder within the first year of service.
2. Must be able to assess and make decisions.
3. Must have the ability to work well with other people, especially the elderly.
4. Must be willing to travel.
5. Must be able to pass a Drug Test.
6. Must be able to pass a thorough background investigation.
7. **Must have a Nevada State issued Drive's License and be insurable under the Duckwater Shoshone Tribe's Insurance Policy. If a driver's license does not accompany application, the applicant will not be considered.**

EQUAL OPPORTUNITY EMPLOYER:

The Duckwater Shoshone Tribe provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disabilities, or genetics.

Indian Preference is a local Tribal decision and is substantially subjective based on Tribal Council Decisions. The Council recognizes that the hiring process will give preference to Duckwater Shoshone Enrolled Members in all positions.

APPLICATIONS:

Applications may be picked up at the Duckwater Shoshone Tribal Administration Office or www.duckwatertribe.org

Applications must be complete and include a cover letter and resume.

Applications may be: Mailed or Hand Delivered to:

Duckwater Shoshone Tribe
Attention: Shalene Mike-Collins, Human Resources
511 Duckwater Falls Road
P.O. Box 140068
Duckwater, Nevada 89314

Email to hr.enroll@duckwatertribe.org