

Job Title: IKAYUQTI CAREGIVER
Reports to: Ikayuqti Administrator
Status: Full-time, Non-Exempt, Hourly
Wage: DOE
OPEN:
CLOSE: OPEN UNTIL FILLED



JOB SUMMARY

Assist those who are functionally, physically, and or socially impaired and need 24-hour oversight, through activities of daily living (ADL) that they are unable to perform without help, while fostering at all times the residents' independence and freedom of choice. Duties must be in a manner that is consistent with the mission, philosophy, and values of Ikayuqti, as well as Ikayuqti's policy, and State and Federal Regulations.

ESSENTIAL QUALIFICATIONS

- High school diploma or GED certificate;
- A valid license as a Certified Nurse's Aide, Licensed Practical Nurse, or completion of an approved Personal Care Attendant course curriculum and prior similar experience
- At least 21 years of age if supervising other care providers
- At least 18 years of age if working without direct supervision
- At least 16 years of age if working if individual has access to assistance from administration or care provider who is at least 21 years of age
- Currently hold a valid CPR, First Aid, food handlers permit, and Alaska Driver's License
- Never have had a license denied or revoked
- Pass Criminal Background Check, including fingerprinting
- Provide proof that candidate is free from active pulmonary tuberculosis at time of hire, and submit to annual testing
- Two (2) employer references, three (3) character references, and a resume
- The 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.

SKILLS AND ABILITIES

- Ability to work individually, as well as a team member
- Ability to get along with peers, residents, and family members
- Ability to have a flexible schedule
- Ability to keep neat, clean records
- Maintain the highest level of confidentiality

PHYSICAL DEMANDS

- Lift/push up to 50 pounds
- Extensive walking
- Ability to carry, stand, bend, squat, crawl, reach and kneel using good body mechanics for sustained periods of times
- Must possess sight/hearing senses, or use prosthetics that will enable these senses to function adequately so that the requirements of this position can be fully met
- Good general health and demonstrated emotional stability in order to cope with physical, mental, and emotional stress of the position

DUTIES AND RESPONSIBILITIES include, but are not limited to the following:

- Provides care according to Resident's plan of care
- Maintain the highest level of confidentiality
- Provide assistance with activities of daily living (ADL)

NVU recognizes Alaskan Native and Native American preference in its hiring and employment policies.

- Dressing and undressing
- Showering or bed baths
- Toileting
- Personal Hygiene (shaving, oral hygiene, nail care, hair care, foot care, etc.)
- Mobility Devices (cane, walker, wheelchair, crutches) including monitoring of safe transfer and ambulation techniques
- Care of ADL devices, such as eyeglasses, contact lenses, hearing aids, and dentures
- Provide assistance with instrumental activities of daily living (ADL)
 - Assistance placing telephone calls
 - Housekeeping of unit and common areas
 - Laundry
 - Escort residents locally (such as activities or clinic) and coordinate local transportation needs
 - Assist residents with personal correspondence
- Medication assistance
 - Assist residents with self-administration of medication, including monitoring of medication supplies and documentation
- Health maintenance and monitoring tasks
 - Monitoring hydration and body functions; taking blood pressure, pulse, and temperature; taking and recording height and weight
 - Observes and reports changes in residents' physical condition and cognitive/emotional status to administrator
 - Conducts room checks and resident rounds
 - Monitors for environmental safety hazards
 - Records incidents, errors, or accidents
 - Records resident and resident-related events
- Dining
 - Assists in a variety of tasks related to dining, including
 - escorting residents to dining room if necessary,
 - preparation and cleanup of meals,
 - set up and clean tables,
 - serve and deliver meals,
 - If necessary, assist with feeding
- Activity program
 - Participate in and support resident to social and recreational activities
- Emergency preparedness
 - Respond to and act appropriately in emergency and disaster situations
- Other duties not limited to
 - Maintain all certifications required for employment
 - Attain 12 hours of continuing education units per year
 - Complete all written record keeping, documentation, and reports as required
 - Demonstrate an appreciation of the heritage, values, and wisdom of the residents and an understanding of the aging process
 - Attend and participate in staff meetings, in-services, projects, or committees as assigned
 - Assist with quality assurance programs when indicated
 - Assist in training of new staff

Please submit an application to be considered for this position. Application may be submitted via mail, fax, in person, or by email.

Native Village of Unalakleet
PO BOX 270
Unalakleet, AK 99684

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