

**CONFEDERATED SALISH AND KOOTENAI TRIBES
OF THE FLATHEAD NATION
PO BOX 278
PABLO MT 59855
(406) 675-2700
PERSONNEL OFFICE FAX: (406) 675-2711
WEBSITE ADDRESS: csktribes.org
E-mail: shelley.grenier@cskt.org**

******VACANCY ANNOUNCEMENT******

TITLE: Elder Services Home Visitor

LOCATION: Department of Human Resource Development
Pablo, MT

SALARY: \$17.56 to \$20.18 per hour

CLOSING DATE: Monday, July 8, 2024 at 5:30 p.m.

SPECIAL CONDITIONS:

This position is a Testing Designated Position (TDP) within the definition of the CSKT Drug Testing policy. A favorable determination resulting from a completed Background Investigation is required prior to your placement in this position. ***The successful applicant, if not already employed by the Tribes must pass a pre-hire drug test and serve a mandatory six (6) month probationary period.***

The Elder Home Visitor provides a higher level of support services to our eligible Tribal Elder's by promoting independence and healthy living environments. Through face to face visits we can build a more complete picture of our Elders needs.

DUTIES:

- Contact eligible Tribal Elders either by telephone or in person for various reasons. As part of the home visit the home visitor will assess the home for needed modifications such as ramps and handrails for safety. Home visitor will then provide referrals' back to the Elder Service's for such needs. When applicable visits assure Elders PCG is reporting to their residence as scheduled and the Elder's needs are being met.
- Assure that the Elder has adequate food, heating, utilizes, snow plowing and snow shoveling etc.
- When visiting the Elders residence, it is the responsibility of that worker to visit with the Elder while assessing the safety of the home, the conditions and cleanliness of their environment; and to make sure the Elder's environment is safe while providing socialization and company'
- Delivery of masks, depends, meals, care packages, monthly meat and commodities as available.
- Responsible to-report needs and concerns found by communication with Elders at home visits and/or telephone calls.
- Makes home visit to Elder's home's including nursing homes per request by Elder Services Division Manager to make sure the Elder is alright or should there be reason for further intervention/referral to APS.
- CPR AND IST Aide certification required. Attend training as it becomes available. Be willing to obtain CNA training and certification. May enroll to obtain within 6 months.
- Provide information to Elder related to assisting with financial support services and applications for-needed services.
- Meet with Elders to evaluate their mental health status. Make appropriate referrals as deemed appropriate. Check Elder's residents in everyday life, in regard, to isolation and separation from family and friends.
- Provide emotional support to Elders as they heal and cope with their health conditions and aging process.

- Attend Senior Meals across the Reservation to connect with Elders and socialize with them While assisting them with the Elder application & other alternate resource applications as needed.
- Assist with the development, organization and advertisement of Elder Services such as Honoring our Elders Annual event.
- Responsible for the development of trainings and meeting as deemed appropriate. Help with facilitating the meeting
- Develop newspaper advertisement and monitor to advise Elders of upcoming events.
- Complete the Elder services needed and required for the TITLE VI funding, utilizes interview techniques to motivate Elders to provide personal information needed. Manages the overall process of completing & submitting the completed survey to the University to obtain the result of the needs of the CSKT Tribal Elders. (health & supportive services needed)
- Coordinate with Tribal Health professionals to assist in Elders getting the vaccination for Covid219; as well as, other vaccinations, provide education on why its beneficial to consider being vaccinated. Assist Elders to get vaccinated when they agree to do so.
- Assists Elders to get out in the public by assisting them to have lunch/dinner at a local restaurant & providing them companionship.
- Attend training as required to be able to provide the best quality services.
- Responsible for documenting Medical history of Elders to better serve our Elders' needs.
- Must develop visitation schedule; for Elders seen on a daily basis before going out to visit elders & submit to your supervisor & the Division Manager.
- Document each visitation with the date and time, what was discussed, your assessment of the safety of the Elder's environment, their needs & requests, inputting into the computer in office daily, staff with supervisors.
- All other duties as assigned.

MINIMUM QUALIFICATIONS (AS REFLECTED ON THE TRIBAL EMPLOYMENT APPLICATION)

- Must have a current valid driver's license and liability insurance.
- Three years of experience working with Native American communities and Tribal families.
- Must pass pre-hire drug testing and background checks including, drivers, criminal, elder abuse, child abuse and medical.
- Must obtain CPR/1st Aide Certification, HIPPA Certification, Hospice/Bereavement training within first year of employment.

 **Interested applicants may obtain further information by requesting a copy of the full position description from the Tribal Personnel Office (406) 675-2700 Ext. 1040.**

SUBMIT:

1. Completed Tribal employment application.
2. Copy of relevant academic transcripts and/or training certificates.
3. Copy of "current" valid driver's license.
4. Proof of enrollment from a federally recognized Tribe, if other than CSKT.
5. Copy of the DD214 if claiming veteran's preference.

❖ **FAILURE TO SUBMIT ALL OF THE ABOVE INFORMATION WILL RESULT IN IMMEDIATE DISQUALIFICATION DURING THE SCREENING PROCESS.**

SUBMIT ALL OF THE ABOVE TO: Personnel Office, PO Box 278, Pablo MT 59855, telephone (406) 675-2700 Ext. 1040

FOR MORE INFORMATION:

Contact: Diane Matt, Trust Manager Specialist/Elders Assistant Division Manager at 406-675-2700, Ext. 1303.