

NATIVE VILLAGE OF NUIQSUT JOB DESCRIPTION

JOB TITLE: Lead Homemaker
REPORTS TO: Tribal Administrator or Designee
SUPERVISORY: N/A
WORK SCHEDULE: 9:00 am to 5:00 pm Monday through Friday
POSITION TYPE: Non-Exempt
DATE: May 1, 2024

POSITION OVERVIEW:

This position is based in Nuiqsut, Alaska and is designed to support the success of the Native Village of Nuiqsut Homemaker Program.

RESPONSIBILITIES:

The following duties are not intended to serve as a comprehensive list in this classification. Duties are intended to provide a summary of most major duties and responsibilities.

- Schedule daily appointments with elders.
- Coordinate schedules with Homemakers.
- Review daily record keeping.
- Follow-up with elders to ensure tasks have been completed and to receive feedback on performance of work.
- When needed:
 - Routine housekeeping.
 - Assist with personal hygiene.
 - Assist with shopping, mail pick-up and delivery, check cashing, medical appointments and visits.
 - Heavier household chores and maintenance including shoveling snow, trash removal, support for home utilities including oil pumping, etc.
 - Medical need support including oxygen machine apparatus, cardio care assistance, monitoring and refilling medication.
 - Translation support if necessary.
 - Daily record keeping of details and tasks per household, and, if necessary, observations of elder clients.
 - Reporting situations that are distressing to clients.
 - Compliance with AS 47.24.010 Reports of Harm.
 - Attend regular training related to providing services to elder clients.
 - Other duties as assigned.

KNOWLEDGE, SKILL, AND ABILITIES:

- Knowledge of the Native Village of Nuiqsut organizational and operational policies, procedures and governing documents.
- Ability to understand the requirements and demands of the position.
- Demonstrated track record of success in managing tasks and supporting a team.

- Ability to prioritize tasks, meet deadlines, and manage multiple projects simultaneously. Strong attention to detail and strong problem-solving abilities.
- Ability to interact with clients, staff, Tribal Citizens, Tribal Council Members, and external contacts in a professional manner.
- Ability to adapt to changing priorities and handle unexpected situations with poise and professionalism.
- Demonstrated discretion in handling sensitive and confidential information.
- Collaborative mindset with the ability to work effectively and respectfully.

REQUIRED QUALIFICATIONS:

- A minimum of a high school diploma with a combination of five (5) years of work experience.
- Must be at least 21 years old.
- Driver's license and clean driving record.
- Demonstrated dependability, professionalism, maturity, and judgement in performance of duties.
- Completion of CPR/First Aid Training Course upon hiring.
- Completion of online Mandated Reporter Training upon hiring.
- Good understanding of Inupiat language with ability to translate.
- Consistent and dependable attendance is a mandatory requirement of this position.
- This position requires a criminal background check. All candidates for this position must consent to a criminal history record check. No individual may fill this position:
 - Who has been convicted of any crime involving a sexual offense.
 - Who has been found guilty of two misdemeanors or one felony of a crime against a person, a child or involving violence.
 - Whose past conduct creates an immediate or long-term risk for any Indian child or raises questions about an individual's trustworthiness.
 - Who is currently subject to a restraining order issued after a hearing which restrains the individual from harassing, stalking, or threatening an intimate partner or a child or any individual.

DESIRED QUALIFICATIONS:

- Previous experience providing in-home care.
- Previous supervisory or management experience.

Under the authority of P.L.93-638, Indian Preference shall be given to the applicant(s) who meet the minimum qualifications pursuant to the Tribe's Personnel Policies and Procedures.

This is a full time grant funded position to carry out specific program goals that are contingent upon renewal of grant.

Please provide a resume AND complete application to administrator@nvnuiqsut.org.