



MOAPA BAND OF PAIUTES

MOAPA RIVER INDIAN RESERVATION

P.O. BOX 340

MOAPA, NV 89025

Telephone: (702) 865-2787

Fax: (702) 865-2875

JOB ANNOUNCEMENT

Title: Personal Care Worker for Elders
Supervisor: Tribal Administrator
Salary: \$15.00 hr.
Status: Part-Time
Opens: February 25, 2020
Closes: March 13, 2020

Job Summary:

Caring for people who are elderly who need help with daily tasks. You will make sure your clients are comfortable, safe and enjoy emotional well-being.

Duties:

1. Light housekeeping such as sweeping and mopping floors.
2. Doing laundry for those unable to.
3. Preparing meals if needed.
4. Changing bed sheets.
5. Washing dishes.
6. Cleaning bathroom if needed.
7. Other duties as assigned or as required.

Requirements:

- Must be over 18 years of age.
- Must be dependable
- Must demonstrate friendly, service oriented and responsible attitude.
- Must be able to follow verbal and written instructions of supervisor.
- Must be able to communicate effectively verbally and in writing with people of various ages and abilities.
- Must have the ability to establish and maintain effective relationships.
- Must be able to think and act quickly in emergencies, contacting tribal law enforcement and ambulance as necessary.
- Must be able to exercise sound judgment in the evaluation of situations and in making decisions.
- Must be able to maintain confidentiality at all times.
- Must be willing to work various shifts as needed.
- Must be willing to work a flexible schedule including evenings, weekends, and holidays.
- Must pass pre-employment alcohol and drug screening.
- Must pass pre-employment background investigation.

Preferences:

- Possess a valid Driver License and be insurable through tribal insurance.

Applications available/accepted at: Moapa Band of Paiutes, 1 Lincoln Street, P.O. Box 340, Moapa, NV 89025
Indian Preference Per Section 703(i) of Title VII of the Civil Rights Act of 1964, as amended