

## **Job Announcement**

**Position Title:** Home Health Aide  
**Location:** HHS - Public Health  
**Reports to:** Public Health Director  
**Opening Date:** August 30, 2017  
**Closing Date:** September 15, 2017

**\*\*\* Any individual who receives an offer of employment or will receive a payroll check are required to submit to a drug and alcohol test as a condition of obtaining employment.\*\*\***

**\*\*\*\*Mille Lacs Band Member/American Indian preference applies\*\*\*\***

### **SUMMARY:**

The Home Health Aide provides living skills assistance and basic health care services to patients under the care of the Public Health department.

### **QUALIFICATIONS:**

- A high school diploma or GED is required.
- Home Health Aide Certification is required.
- CPR Certificate is required.
- Ability to communicate using specialized medical terminology.
- Good organizational and interpersonal skills are required.
- Ability to adapt to change is required.
- Ability to prioritize and organize work effectively and efficiently.
- Ability to read and comprehend simple instructions, write simple correspondence and documentation, and present information to individuals and small groups is required.
- Knowledge of the Data Privacy Act and ability to maintain confidentiality of residents, facility, and Band information.
- Prior experience in and sensitivity to a Native American culture is preferred.
- Ability to work intimately with and sensitively with residents, families, providers, and other staff.
- Ability to effectively present information on one-to-one and small group situations to tenants and other employees of the organization.
- Must pass a pre-employment drug & alcohol test, and criminal background check.
- Must have a valid driver's license, reliable personal transportation, proof of current personal insurance, and be insurable under the Band's auto insurance policy.

### **DUTIES AND RESPONSIBILITIES:**

- Assist residents with apartment clearing and laundry chores.
- Periodically take and record resident vital signs, report changes in vital signs to charge LPN or RN.
- Assist with treatments, if any, delegated by the Registered Nurse per a resident's individualized care plan.
- Periodically remind residents to take medications, record all medications taken by residents, reports concerns to charge LPN or RN.
- Complete treatments as listed on the Treatment Flow Sheet, document treatments as appropriate, report concerns to charge LPN or RN. Provide other care as listed on Individual Care Plan.
- Accompany residents to health care appointments as needed.
- Pick up resident prescriptions at Pharmacy, transport medications back to client.
- Report changes in physical and emotional condition of residents to charge LPN or RN.
- Communicate with following shift regarding care or treatment plan changes.
- Maintain resident confidentiality and privacy.

- Attend meetings and in-service trainings, as needed.
- Other duties as assigned.

**WORKING CONDITIONS:**

- Work is exclusively in doors in a controlled climate area.
- Some minimal exposure risk to blood borne pathogens and infectious disease.
- Hours are typically 8-5 Monday through Friday but could vary.

**Submit resume, cover letter, and employment application to:**

**Mille Lacs Band of Ojibwe  
Employment Coordinator  
43408 Oodena Dr.  
Onamia, MN 56359  
Fax # (320) 532-7492  
e-mail to [hr@millelacsband.com](mailto:hr@millelacsband.com)**