



## **Open Position: Elder Care Home Aide (2 positions)**

**Position Summary:** The Personal Care Aide is a part-time position (approximately 8 hours/week) within the Chickahominy Indian Tribe's Title VI program and is contingent upon grant funding. There is the potential for hours to increase based on need. The Personal Care Aide reports to the Title VI Program Director and is primarily responsible for helping qualified elders with Adult Daily Living (ADL) activities, such as personal hygiene, housekeeping, and other daily needs as required by the elder. The Personal Care Aide will not dispense medications of any kind. This position does not require a certification.

**Salary and Benefits:** The salary for this position is \$15/hour. Benefits for eligible employees working 20 or more hours per week include paid time off (PTO), paid holidays, and bereavement leave. The CIT does not currently offer health, dental, or retirement benefits.

### **Position Responsibilities:**

- Help elder with personal hygiene, dressing, bathing, grooming, getting in/out of bed and other daily tasks;
- Help elder with general light housekeeping duties such as laundry, dishes, cooking light meals, making the bed, changing bed linens, vacuuming/cleaning floors, and cleaning bathroom;
- Use tribal vehicle or employee's vehicle (mileage will be reimbursed) to transport elder to medical facility as needed;
- Accompany elder and provide necessary assistance to receive medical care;
- Use tribal vehicle or employee's vehicle (mileage will be reimbursed) to transport elder to grocery store and assist elder in purchasing groceries;
- Monitor elder's physical and mental condition by observation and report any significant changes to Program Director or Elder Care Representative.

### **Position Requirements:**

- Must be at least 18 years old;
- Must have a valid driver's license and clean driving record;
- Must have reliable transportation;
- Must pass a criminal background check;
- Must provide references;
- Ability to work independently;
- Must have compassion for the elderly;
- Must treat the elder client with respect, care, and dignity;
- Must be a good listener.

**Position Qualifications:**

- Minimum of High School Diploma or GED;
- Prior experience as an aide is preferred, but not required.

**Application Process:**

- Applicants must submit a completed job application, cover letter, and resume.
- Applications must be received no later than 5 p.m. on October 15, 2021.
- Incomplete and late applications will not be considered.
- Applications may be mailed to:  
Chickahominy Indian Tribe  
ATTN: Lindsey Johnson  
8200 Lott Cary Rd  
Providence Forge, VA 23140
- Applications may also be emailed to [Lindsey.Johnson@chickahominytribe.org](mailto:Lindsey.Johnson@chickahominytribe.org).
- The Chickahominy Indian Tribe observes Indian Preference in its hiring practices. The legal authority for Indian Preference can be found in Title 25, United States Code (USC) 472, 472a, and 47; Title 25, Code of Federal Regulations, Part 5. The CIT will place all qualified applicants into one of three hiring categories listed below, in order of preference:
  - Chickahominy Indian Tribal Citizen
  - Citizens of other federally recognized Indian Tribes
  - General applicants