



**Open Position: Elder Care Home Aide**

**Work Location: Primarily Charles City/New Kent (service area also includes Henrico and James City)**

**Position Summary:** The Elder Care Home Aide is a full-time (1 FTE) position within the Chickahominy Indian Tribe's Title VI Program and is contingent upon grant funding. S/he 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 Elder Care Home Aide will not dispense medications of any kind. This position does not require a certification.

**Salary and Benefits:** The salary for this position is \$16.50/hour. Benefits for eligible employees working 20 or more hours per week include paid time off (PTO), paid holidays, and bereavement leave. Aflac is currently offered at the employee's expense. Beginning March 1, 2023, health insurance (partial employer contribution) and additional voluntary benefits will be offered to eligible employees.

**Position Responsibilities:**

- Help with general light housekeeping duties such as laundry, dishes, cooking light meals, making the bed, changing bed linens, vacuuming/cleaning floors, and cleaning bathroom;
- Help the elder with personal hygiene, dressing, bathing, grooming, getting in/out of bed and other daily tasks;
- Use tribal vehicle or employee's vehicle (mileage will be reimbursed) to transport and assist the elder in purchasing groceries and/or picking up prescriptions;
- Use tribal vehicle or employee's vehicle (mileage will be reimbursed) to transport the elder to medical/dental visits (assist/accompany into the facility and exam room if requested);
- Monitor the elder's physical and mental condition by observation and report any significant changes to Program Director;
- Work closely with other Title VI staff and other tribal departments (health, housing, etc.) to ensure the elder's needs are being met;
- Other duties as assigned.

**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;
- Must be a good listener;
- Ability to work independently;
- Must have compassion for the elderly;
- Must treat the elder client with dignity, care, and respect.



**Position Qualifications:**

- Minimum of High School Diploma or GED;
- Previous experience in the healthcare field, as an aide, or working with elders is a plus.

**Application Process:**

- Applicants must submit a completed job application, cover letter, and resume.
- Applications will be accepted until the position is filled.
- 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