



## Chickahominy Indian Tribe Vacancy Announcement

### 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. This position does not require a certification. The Elder Care Home Aide will not dispense medications of any kind or fill pillboxes unless certified.

**Salary and Benefits:** The salary for this position is \$16.50 per hour. Benefits for eligible employees working 20 or more hours per week include paid time off (PTO), paid holidays, and bereavement leave. Health insurance (partial employer contribution) and additional voluntary benefits (employee expense) are available for eligible employees.

### Position Responsibilities:

- Help with general light housekeeping duties such as laundry, dishes, preparing light meals, making the bed, changing bed linens, vacuuming/cleaning floors, light/damp mopping, Elder's laundry (to include folding and putting away) cleaning bathroom and kitchen (any area used by the Elder);
- Help the Elder with personal hygiene, dressing, bathing, grooming, getting in/out of bed and other daily tasks;
- Use Elder's vehicle if Elder requests the Aide to assist them in purchasing groceries and/or picking up prescriptions. If Elder does not have a vehicle and transportation is needed, transportation must be coordinated with the Elder Care Coordinator;
- Use Elder's vehicle to transport the Elder to medical/dental visits (assist/accompany into the facility and exam room if requested), should they wish not to coordinate these services with the Elder Care Coordinator;
- Monitor the Elder's physical and mental condition by observation and report any significant changes to the Program Director;
- Monitor vitals as required and report on timesheet;
- 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 dependable transportation;
- Must pass a criminal background check;
- Must provide references;
- Must be a good listener;
- Possess the maturity to deal effectively with the demands of the job;
- Have demonstrated the ability to work with little supervision and make appropriate judgements;
- Aides must effectively communicate with patients, their families, and healthcare team members;



- Must have compassion for the elderly;
- There may be heavy physical demand which could involve lifting Elder, bending, stooping, and stretching. Home Health Aides may be required to move patients in and out of bed, In and out of shower or bathtub, assist with bathroom needs, or assist with standing and walking;
- Must treat the Eder client with dignity, care, and respect;
- An aide must possess a Medication Administration Training (MAT) certification or must be a certified CNA or LPN in order to administer medication or fill pillboxes. A copy of the certification must be presented with the application.

**Position Qualifications:**

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

**Application Process:**

- Applicants must submit a completed job application, cover letter, and resume.
- Position open until 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