



Standing Rock Sioux Tribe  
Human Resource Department  
Wówašečhuŋ Awáŋwičhayaŋka Óítħačhaŋ  
personnel@standingrock.org

Bld 1 N. Standing Rock Ave  
Po Box D  
Fort Yates, ND 58538  
Phone (701) 854-3826  
Fax (701) 854-8533  
www.standingrock.org

POSITION: (1) Home Visitor  
Elderly Protection Program

SALARY RANGE: (\$10.87-\$13.58) + Annual & Sick Leave

OPENING DATE: November 03, 2016 CLOSING DATE: November 22, 2016

SCOPE OF POSITON: The Home Visitor will assist the elderly with daily living activities and coordinates services in areas of nutrition, personal hygiene and home safety.

SUPERVISION: The Home Visitor will work under the direction of the Elderly Program Coordinator, who will provide direction, guidance and conduct performance evaluations.

DUTIES AND RESPONSIBILITIES:

1. Responsible to conduct home visits on a weekly basis.
2. Responsible for compiling data for progress and program reports.
3. Responsible for responding to general inquiries and requests for information.
4. Responsible to assist elderly with scheduling appointments.
5. Responsible to prepare and maintain home visit records of assistance and referrals provided.
6. Responsible to document changes in conditions and or concerns.
7. Responsible to provide personal hygiene and home care assistance.
8. Responsible to provide information to promote the importance of household cleanliness and safety.
9. Responsible to provide assistance with communication, drafting and mailing correspondence and requesting information on behalf of the client.

QUALIFICATIONS:

1. Must have high school diploma or GED minimum with one (1) year of Personal Care or Home Care experience.
2. Must have a working knowledge of Microsoft (Word, Excel) applications.
3. Must be proficient in carrying out general office duties such as; filing, typing and be efficient in office equipment (copy, fax, printers, and telephone) operation.
4. Must be able to understand and carry out both verbal and written instructions and request clarification when needed.
5. Must possess excellent customer service skills and demonstrate professionalism; maintain tact, courtesy, composure and flexibility when dealing with a variety of personalities.
6. Must pass required background check.
7. Must possess a valid driver's license and meet insurability guidelines.

JOB REQUIREMENTS:

1. Will be required to work throughout communities.

**Níktič'íčhiyapi ki Wówašečhuŋpi Uŋ patítanpi**  
"Promoting Self-Sufficiency through Employment"

2. Will be required to demonstrate an understanding of Lakota/Dakota language and culture.
3. Will be required to transport to appointments and business.
4. Will be required to maintain records on visits.
5. Will be required to respond to issues or concerns beyond normal working hours as directed.
6. Will be required to submit referrals to available resources on behalf of clients.
7. Will be required to assist with public awareness in the area of home care aide services.
8. Will be required to attend meetings, trainings, conferences applicable to services provided
9. Will be required to demonstrate working knowledge of Personnel and Financial policies and procedures.

**NOTICE:**

**SELECTED CANDIDATE(S) FOR THE STANDING ROCK SIOUX TRIBE POSITIONS IS SUBJECT TO ALCOHOL AND DRUG TESTING. FAILURE TO ADHERE TO AND SUCCESSFULLY PASS THE ALCOHOL AND DRUG TESTING WILL BE CAUSE FOR REVOCATION OF JOB OFFER.**

No Tribal housing is available. The position is located at the Elderly Protection Office, Fort Yates, ND.

**APPLICATIONS:**

Submit a Tribal application to the Human Resource Office, Standing Rock Sioux Tribe, P.O. Box D, Fort Yates, ND 58538.

**ALL APPLICATIONS RECEIVED AFTER 4:30 PM ON THE CLOSING DATE WILL NOT BE CONSIDERED.**