



Spirit Lake Tribe  
P.O. Box 359  
Fort Totten, North Dakota 58335  
[karenj@spiritlakenation.com](mailto:karenj@spiritlakenation.com)

<b>Job Title:</b>	QSP Caregiver/Driver	<b>Open Date:</b>	November 23, 2022
<b>SLT Program:</b>	Okiciyapi QSP Caregiver	<b>Close Date:</b>	November 30, 2022

**Position Objective: To provide home-based care services as needed by elders and people with disabilities, so they may remain living at home safely and may avoid premature nursing home placement.**

**Major Duties and Responsibilities:**

- Report to Okiciyapi QSP Agency Manager for supervision in meeting all requirements of a Spirit Lake Tribal Employee
- Assist Elders and People with Disabilities (PWD) *as assigned* with: home-making tasks, personal care tasks, Activities of Daily Living (ADLs) tasks, and Instrumental Activities of Daily Living (IADLs) tasks
- At each client visit, look for changes in clients' ADLs and IADLs abilities, any changes in clients' physical, social, emotional, spiritual condition, and any "emergency" type of changes in clients' condition, and report immediately to Okiciyapi QSP Agency Manager. Call "911" and begin CPR if necessary.
- Report any concerns from clients (and family members) to Okiciyapi QSP Agency Manager
- Perform and accurately document all QSP tasks for clients that are assigned each workday
- Communicate and collaborate with Okiciyapi QSP Agency Manager *to clearly understand all caregiving assigned tasks*, schedules, documentation requirements, advice, and education as needed for quality assurance
- Complete and submit all documentation in an accurate and timely manner to Okiciyapi QSP Agency
- Complete all required trainings associated with the QSP Position sponsored by the Okiciyapi QSP Agency
- Attend mandatory, regularly scheduled in-service trainings sponsored by Okiciyapi QSP Agency
- *Respect client confidentiality in all situations.* Client information may only be shared with approved Okiciyapi QSP Agency personnel. Failure to keep all client information confidential will result in dismissal.
- Must be able to drive up to 50+ miles to provide QSP/client services
- **Must have evening and weekend availability.**
- Safely transport clients to requested local and out of town destinations approved by QSP Manager/staff
- Coordinate log of requests for transportation and scheduling in collaboration with Agency Staff and other tribal programs
- Schedule and report all van maintenance and repair requirements to QSP Manager
- Responsible for fuel in vehicle and general repairs, oil changes, general cleanliness, and log of repairs to vehicle

- Other duties as assigned by QSP Manager

### **Knowledge, Skills, Competencies:**

- Knowledge and respect for communities, culture, and traditions of Spirit Lake Tribe and Dakota Culture
- Interest in caring compassionately for elders and people with disabilities
- Strong commitment to team work and to respectful communication skills with clients, families and co-workers
- Competency in documentation skills and responsibility in maintaining accurate records
- Dependability in reporting to clients' home, **on-time and as scheduled**, to provide assigned QSP services
- Responsibility in reporting **immediately** to the Okiciyapi QSP Agency office if unable to report to work
- Ability to work independently as assigned and with the Okiciyapi QSP Agency staff
- Knowledge of Spirit Lake Tribal and Okiciyapi QSP Agency policies and procedures
- Maintain safety standards as established by the Spirit Lake Tribe and Okiciyapi QSP Agency
- QSP Caregivers will be required to understand and follow basic concepts of infection control. QSP Caregivers may come in contact with clients' body fluids and may be exposed to infections, wastes, diseases, odors and other situations associated with health care.

### **Qualifications, Experience and education required:**

- Successful completion of CNA certification in ND
- Timely renewals of CNA certifications every two years
- Previous CNA experience preferred
- Reliable Transportation
- Valid Driver's License, Vehicle Insurance, and Registration is required.
- Must submit a pre-employment drug testing and will be subject to random testing
- Completion of all training that is specifically required by the Okiciyapi QSP Agency for QSP Caregivers

### **Physical Demands:**

The Okiciyapi QSP Agency has determined that an applicant is qualified for the position of QSP when the applicant can perform the essential physical task of lifting, turning, moving, positioning, and transporting without posing a direct threat to the health and safety of themselves or others.

- Pounds to lift
  - Minimum number of pounds determined to be appropriate with or without reasonable accommodation is 30lbs
- Other

- Ability to stand 6-8 hours a day
- Ability to push up to 200 pounds with or without reasonable accommodation

<b>Job Role:</b>	QSP/Driver	<b>Department:</b>	Spirit Lake Tribe
<b>Exempt/Non-exempt:</b>	Non-exempt		
<b>Employment Status:</b>	Full-Time	<b>Supervision:</b>	Under the supervision of the Okiciyapi QSP Agency Manager
<b>Monthly Salary Range:</b>	DOQ	<b>Manages Others:</b>	N/A
<b>Number of Vacancies:</b>	1		

**Please Send Application to:**

<b>Name:</b>	Spirit Lake Human Resource Dept.	<b>Email:</b>	<a href="mailto:katerid@spiritlakenation.com">katerid@spiritlakenation.com</a> or <a href="mailto:normar@spiritlakenation.com">normar@spiritlakenation.com</a>
<b>Address:</b>	P.O. Box 97	<b>State</b>	North Dakota
<b>City:</b>	Fort Totten	<b>Zip/Postal Code:</b>	58335
<b>Phone:</b>	701-381-0204 or 701-381-0635	<b>Fax:</b>	701-766-1272

<b>Application Procedure</b>	Complete application/Completed resume/Application materials must clearly explain how experience and education are related to minimum qualifications and job duties. Copy of Credentials /License/Copy of college transcripts/copy of valid driver's license/Names, addresses, phone numbers and permission to contact three references/If seeking Indian Preference a copy of Tribal Enrollment must be attached/ If seeking Veteran's preference must include Form DD214/Authorization signature will be required for background check and drug testing.
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