



Spirit Lake Tribe
P.O. Box 359
Fort Totten, North Dakota 58335
karenj@spiritlakenation.com

Job Title:	QSP Caregiver	Open Date:	November 12, 2019
Program:	Senior Services	Close Date:	Until Filled

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 Program Manager and SLN Senior Services Director 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 abilities that are related to ADLs and IADLs and report to RN, LSW, and Program Manager
- Look for any changes in clients' condition (physical, social, emotional, spiritual) at each home visit and report all changes to RN and LSW staff for further needed assessments
- Look for any "emergency" type of changes in clients' condition since the last visit, and report immediately to RN, LSW, and Program Manager. Call "911" and begin CPR if indicated.
- Listen to concerns from clients (and family members) and refer to RN, LSW, and Program Manager
- Perform and accurately document all QSP tasks for clients that are assigned each work day
- Communicate and work closely with all Okiciyapi staff members
- Attend all staff meetings with Program Manager and other Okiciyapi staff at least weekly to review outcomes of the caregiving assignments carried out during the previous week AND to plan for caregiving assignments for the next week
- Collaborate closely with the Assistant Program Coordinator to clearly understand all assigned tasks and all documentation requirements for each individual client each day
- Consult with RN for advice/education in particular QSP tasks as needed for quality assurance
- Turn in all documentation to Assistant Program Coordinator each day, AND assist with accurately completing all billing documents at least weekly
- Attend and complete all required trainings for the QSP Position with the Okiciyapi QSP Agency
- Attend HIPPA training and respect confidentiality in all situations
- Share client information only with approved Okiciyapi personnel. Failure to keep all client information confidential, and to share only with approved Okiciyapi personnel will result in dismissal from the QSP position with the Okiciyapi QSP Agency.

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
- Willingness to attend new and “refresher” training as provided and to complete all required trainings.
- 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
- Responsibility and dependability in reporting to provide QSP services to clients as assigned on time
- 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 team
- Knowledge of Tribal policies and procedures
- Maintain safety standards as established by the Spirit Lake Tribe and Okiciyapi QSP Agency
- Because CNAs/QSPs may come in contact with clients’ body fluids, they employee may be exposed to infections wastes, diseases, odors and other situations associated with health care. Body fluids include, but not limited to: AIDS, HIV, and Hepatitis, the CNA/QSP will be expected to understand and follow basic concepts of infection control

Qualifications, Experience and education required:

- Successful completion of CNA certification in ND
- Timely renewals of CNA certifications every two years
- Previous CNA experience preferred (but not necessary)
- Valid Driver’s License – Vehicle with Valid Car Insurance
- Must submit a pre-employment drug testing and will be subject to random testing
- Completion of all training that is specifically required by the Spirit Lake Okiciyapi QSP Agency for QSP Caregivers

Physical Demands:

The Okiciyapi QSP Agency has determined that an applicant is qualified for the position of CNA/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

Job Role:	QSP Caregiver	Department:	Spirit Lake Tribe
Exempt/Non-exempt:	Non-exempt		
Employment Status:	Part-time	Supervision:	Under the supervision of the Spirit Lake Senior Services Director and Okiciyapi Agency Program Manager
Monthly Salary Range:	DOQ in accordance with MACF Grant	Manages Others:	N/A
Number of Vacancies:	1		

Please Send Application to:

Name:	Spirit Lake Human Resource Dept.	Email:	ndemarce@spiritlakenation.com or normar@spiritlakenation.com
Address:	P.O. Box 97	State	North Dakota
City:	Fort Totten, North Dakota	Zip/Postal Code:	58335
Phone:	701-381-0204 or 701-381-0635	Fax:	701-766-1272

Application Procedure	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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