



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

Job Title:

QSP Caregiver/Driver

Open Date:

October 18, 2024

SL Program:

Senior Services

Close Date:

Until Filled

Position Objective: This position is responsible for providing home-based care services to the elderly and disabled individuals residing within the Spirit Lake Nation and the surrounding, so they may remain living at home safely and may avoid premature nursing home placement.

Major Duties & Responsibilities

- 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; report concerns immediately to senior services; in emergency situations call "911" and begin CPR if necessary.
- Report client and/or family member concerns to supervisor as appropriate.
- Perform all tasks that are assigned and ensure they are accurately documented.
- Communicate and collaborate with all senior services supervisor and director to clearly understand all assigned caregiving tasks, schedules, documentation requirements, obtain advice, and education as needed for quality assurance.
- Complete and submit all documentation in an accurate and timely manner.
- Complete all required job-related trainings.
- Respect client confidentiality in all situations; only share client information with authorized staff.
- Drive to provide client services.
- Safely transport clients to requested local destinations approved by supervisor and director.
- Coordinate log of requests for transportation and scheduling in collaboration with other tribal programs.
- Schedule all van maintenance and repair requirements; report to supervisor and director.
- Ensure vehicle has fuel and is adequately maintained (general repairs, oil changes, general cleanliness, etc.), log of vehicle repairs.
- Must comply with HIPAA and/or any other confidentiality requirements, laws, and regulations if required and applicable.
- Performs related duties.

Knowledge, Skills, and Abilities

- Knowledge of Spirit Lake Tribe policies, procedures, departments, programs, and services.
- Knowledge and respect for communities, culture, and traditions of the Spirit Lake Tribe and Dakota Culture.
- Knowledge of health programs and elder health issues.
- **Knowledge of physical and social assessment skills, especially for the elder population.**
- Knowledge of computers and job-related software programs.
- Knowledge of customer service principles.
- Ability to work independently and collaboratively in a team environment.
- Ability to learn and continuously improve, observe, and review.
- Ability to organize the multiple demands of the job.
- Ability to prioritize and shift priorities to accommodate changing needs.
- **Ability to work with personal computers and job-related software applications.**
- Ability to communicate clearly and effectively.
- Ability to lift 30 pounds and push up to 250 pounds.
- **Ability to stand for 6-8 hours per day.**
- Ability to drive up to 50 miles to provide client services.
- Ability to report to work on-time and as scheduled.
- Skill in personal effectiveness and credibility; understands the importance of maintaining confidentiality, able to maintain confidentiality.
- **Skill in time management, prioritizing and organizing work, and attention to detail.**
- Skill in interpersonal relations and customer service.
- Skill in providing care in a respectful and compassionate manner.
- Skill in documentation and maintaining accurate records.
- Skill in use of personal computer and a variety of job-related software.
- Skill in oral and written communication.
- Skill in the maintenance of files and records.

Physical Demands/Work Environment

The work requires some physical exertion, such as standing for long periods of time, recurring bending, crouching, stooping, stretching, reaching, or similar activities; or recurring lifting of moderately heavy items. The work may require specific, but common, physical characteristics and abilities, such as above average agility and dexterity. The employee must be able to read, write, speak, hear, lift 30 pounds, and push up to 250 pounds.

The work involves moderate risks or discomforts that require special safety precautions, e.g., lifting, turning, moving, and positioning clients; exposure to contagious diseases. Employees may be required to use protective clothing or gear, such as masks, gowns, coats, boots, goggles, gloves, or shields. This position also operates a motor vehicle.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Supervisory and Management Responsibility

This position has no supervisory responsibility or authority.

Minimum Qualifications

- High school diploma or equivalent.
- One (1) year of related experience sufficient to perform the duties of position.
- Experience as a Certified Nursing Assistant (CNA) is preferred.
- Licensed as a Certified Nursing Assistant by the State of North Dakota, or ability to obtain within six (6) months of hire; must maintain licensure with timely renewals every two (2) years.
- Must have reliable transportation with vehicle insurance and vehicle registration.
- Must complete all position specific training.
- Must participate in random drug testing.
- Possession or ability to readily obtain a valid driver’s license issued by the State of North Dakota with a clean driving record.
- Must be insurable under the Spirit Lake Tribe driving policy.
- Must successfully pass a criminal and background check, and a pre-employment drug screen.

NATIVE AMERICAN/AMERICAN INDIAN PREFERENCE IN HIRING WILL BE APPLIED AS DEFINED IN TITLE 25 USC 44-46 &474.

Employment is contingent upon the outcome of all required criminal background checks and pre-employment drug screen.

Job Role:	Caregiver/Driver	Company Industry:	Spirit Lake Tribe
Employment Status:	Full-time	Manages Others:	No
Grade:	9	Supervision:	Supervisor/Director
Number of Vacancies:	1		
Please Send Application to:			
Name:	Spirit Lake Human Resource Department	Email:	mkeo@spiritlakenation.com
Address:	P.O. Box 97	State	North Dakota
City:	Fort Totten, North Dakota	Zip/Postal Code:	58335
Phone:	701-381-0204 or 701-381-0361	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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