

Caddo Nation of Oklahoma – Vacancy Announcement

Below you will find the vacancy announcement, qualifications, and requirements. To be considered for the position you must fill out a Caddo Nation of Oklahoma Employment Application available at the Administration building, or may be found at www.mycaddonation.com/employment. The Caddo Nation of Oklahoma does not discriminate in employment opportunities or practices based on race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law. The Caddo Nation of Oklahoma is subject to applicable Indian Preference guidelines and reserves the right to apply and utilize Indian Preferences in its hiring and employment activities.

Job Title:	AOA Elder Assistant/Health Svcs Tech	Posting Date:	04/15/2022	Closing Date:	Open Until Filled
Department:	Administration on Aging (AOA)	Status:	Regular Full-Time		
Duty Location:	Fritz Hendrix Memorial Bldg. Binger, OK	Salary:	\$13.00 per hour		

Job Summary:

Under the supervision of the AOA Title VI Program Director, this position will be responsible for assisting Elders with household chores and assessing homes for fall prevention. Home visits help with socialization and reduce depression. By monitoring their ADL's and recording their H & P's each visit, they will be able to track and trend the Elder participants well-being. They will further assist nutrition and general health by helping to maintain a clean and sanitary kitchen, aiding in the organization of storage supplies, and occasionally delivery of meals to homebound clients in accordance with applicable guidelines. Documents Elder participant's needs and consult with the AOA Director with any concerns as they arise. Ensures all appointments are made, documentation is in place, and billing is set up and done. This position is responsible in aiding of completing appropriate paperwork and filling out reports as needed, as well as, to help Elder participants to sign up for any and all programs that may benefit the Elder participant.

Qualifications:

- Health promotion and maintenance;
- Basic nursing/first aid skills;
- Verbal communication;
- Listening;
- Dependability;
- Medical teamwork;
- Basic office knowledge: filing, copying, scanning, detailed documentation and computer literacy.

Basis of Rating: An evaluation of education and experience will be conducted on qualified applicants. Please submit a brief summary describing how you meet the qualifications as listed above.

Requirements:

Must possess a valid Driver's License and reliable transportation
High school diploma or GED
Possess or be able to obtain Food Handlers certification within 30 days of hire
Occasionally travel for training/technical assistance
Ability to use a calculator and solve basic math calculations

Application Procedure:

Submit the following:

- A current Caddo "Job Application"
- A Certificate of Degree of Indian Blood (CDIB), if applicable
- Current valid Oklahoma Driver's License
- College Degree and/or Transcript, Certificates of Completion or Proficiency
- Other Documents Deemed Applicable

Where to Apply:

Name	Address	Phone Number	Email Address
Caddo Nation of Oklahoma Personnel Dept.	PO Box 487 Binger, OK 73009	(405)656-2344	cwheeler@mycaddonation.com