



DELAWARE TRIBE OF INDIANS

JOB DESCRIPTION

Position: CNA
Department: Title VI
Employment Status: Regular
Class: Full-Time
Location: Bartlesville, OK
Immediate Supervisor: Title VI Department Director
Date Prepared: 12/29/2022

GENERAL DESCRIPTION:

Provide general medical assistance to Tribal Elders as needed.

QUALIFICATIONS:

High School Diploma or GED

CNA certification required

Requires a high level of personal integrity and ethics

Requires a high level of problem solving and organization skills

Must be able to maintain confidentiality

Requires willingness and ability to learn new skills, including travel to conferences and training sessions.

Requires excellent verbal and written communication skills

Must have own transportation and clean driving record- may be required to drive GSA vehicle or tribal vehicle to meeting or training.

DUTIES AND RESPONSIBILITIES:

Provide general health screenings for Tribal Elders including taking blood pressures, pulse, temperatures, etc.

Assess, monitor and supervise individuals to ensure health, safety, and welfare.

File and maintain records as required per grant.

Visit Elders homes as requested for basic daily living skills including basic personal hygiene, care and grooming, bathing, hair care, dressing.

Help Tribal Elders with caregiving as needed and applied for.

Schedule appointments, and maintain and update appointment calendars.

Other duties as assigned by the Department Director and Tribal Operations Manager

INDIAN PREFERENCE POLICY:

In accordance with the Indian Preference Act of 1934, (Title 25, USC, Section 47), Indian Preference will be observed in hiring.