



RECRUITING MONDAY October 24, 2016 9 am to 12 pm

JOB SEARCH TIPS DO YOUR HOMEWORK!

- * Maintain a positive attitude.
- * Plan and organize your job search.
- * Check out the company's website to familiarize yourself with the company and the positions available.
- * Have an updated, concise resume.
- * Use key words most relevant to your targeted jobs.
- * Match your qualifications to the job description/requirements.
- * Be prepared to talk about your past work experience and how it relates to the position you're applying for.
- * Dress professionally.
- * Listen, engage, be honest and SMILE!

Assessments available at
NM Workforce Connection:
WorkKeys and Prove It!
Please call 843-1900 to schedule
assessment time.

Caregiver Positions

- Follow current, written plan of care as established by supervisor and /or care coordination.
- Cleans house, including sweeping, dusting, etc. of personal living area of client only.
- Run errands for the client if required on the plan of care.
- Plans and prepares meals for client only.
- Assists with personal care such as bathing, grooming, feeding, ambulating, transfers, exercise, oral hygiene and skin care.
- Light laundry and mends clothing.
- Encourages a patient/client to help themselves insofar as possible.
- Provides companionship and emotional support.
- Performs related work as required.
- Accepts additional responsibilities as deemed appropriate by the supervisor.
- May provide transportation on occasion if required on client's plan of care.
- Completes timely and accurate documentation including Homemaker time card and clinical note.
- Reports to Scheduling Supervisor any unusual observations or changes in client's habits, health or status
- Upon hire, must complete timely and accurate documentation of 40 hours of INITIAL continuing in-service education.
- Completes timely and accurate documentation of 12 hours of continuing in-service education each year, thereafter.

Requirements:

- Able to speak and understand the English language
- At least one year as a homemaker through a home care agency, hospital, nursing home or taking care of a family member (volunteer).
- Three verifiable references.
- Able to pass State and Federal Criminal Background check.
- Able to push, pull, lift and carry up to 50 pounds.
- Able to stand, walk, bend, squat, stoop, and sit for prolonged time.

ALSO AVAILABLE: OFFICE POSITIONS