

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT  
JOB ANNOUNCEMENT**



**Announcement #** 2018-151      **Issue Date:** 05-09-18      **Closing Date:** 05-22-18

**Community Program Aide/Program Assistant**  
**Area Agency on Aging (AAoA)**  
**Department of Human Services**  
**Hourly Wage: \$9.39-\$10.77/Regular/Part-Time**

Employee will transport elderly clients to and from medical and healthcare services, social services, meal sites, shopping and activities. Employee assists with home visits, and outreach strategies to aid in promoting public awareness of local resources and AAOA Program activities. Employee makes referrals to the Services Coordinator or appropriate program or agency. Employee shall conduct standards of safety, maintenance and cleanliness of transportation vehicles. Employee ensures health and safety standards while in the food preparation area and deliver meals as needed to clients. Employee will keep track of units of transportation services and meals delivered and submit monthly reports.

**Knowledge, Skills and Abilities:**

- Knowledge of the Yakama culture.
- Ability to work with diverse populations, groups, and cultures
- Ability to express empathy, provide care for, and understand the needs of the Elderly and Disabled.
- Ability to maintain effective relationships with co-workers, and the general public.
- Ability to maintain confidentiality.
- Ability to obtain emergency assistance/call 911.
- Ability to communicate effectively.
- Ability to demonstrate professionalism and courtesy in dealing with Elderly and Disabled persons.
- Familiar with the Yakama Reservation sufficient to locate clients for transportation or delivering meals.
- Must be flexible to work a varied shift, dependable and reliable, possible overnight travel.
- Must be a self-starter and able to work independently.
- Possess customer service skills.
- Other duties as assigned.

**General Recruiting Indicators:**

- Minimum of high school diploma or equivalent. Two years' experience in health, social or a volunteer within the health care industry or social services field.
- Experience in public transportation industry would be helpful but not required.

**Special Requirements:**

- Must have a valid Washington State Driver License with the ability to obtain a Tribal driving permit.
- Washington State Food Handler's card with ability to obtain within two weeks of being hired.
- First Aid/CPR Certification with the ability to obtain within 6 months.
- Required to pass DSHS background check.
- Required to pass pre-employment drug test.
- Enrolled Yakama Preference, but all qualified applicants are encouraged to apply.