

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT  
JOB ANNOUNCEMENT**



**Announcement #** 2019-051      **Issue Date:** 03-06-19      **Closing Date:** 03-19-19

**Community Health Aide/Lead Cook**  
**Area Agency on Aging (AAoA)**  
**Department of Human Services**  
**Hourly Wage: \$11.98/Regular/Full-Time**  
**Location: Wapato, WA**

The Community Health Aide II/Lead Cook will be doing Home Delivered Nutrition services of the Older Americans Act. The employee is to follow menus provided by a Registered Dietician (Tribal Nutritionist) that meet the current 1/3 RDA Dietary Requirements Guidelines for Senior Nutrition Standards. Is knowledgeable and skilled in maintaining cleanliness and sanitation in & around the meal site(s). Is able to maintain & record amount of food surplus used so that correct amount food supply can be purchased on weekly basis. This requires maintaining food & supply inventory that are up to date at all times. Employee is trained to keep track of food expenditures, receipts and invoices. Must report in writing, of any malfunction of kitchen equipment. Employee is responsible to ensure seniors attending meal site(s) have signed on the visitor log sheet in order to record accurate meal data. Employee ensures donation box is accessible to visitors who wish to contribute. Employee completes monthly reports and submits to the supervisor. Employee is trained to gather client information and is familiar with the Nutritional Risk Checklist of the Nutrition Screening Initiative (NSI). Employee is trained to report accidents and how to respond quickly (calling 911). Employee is cross trained to provide transportation for clients to and from AAoA sponsored activities and take out home delivered meals as needed.

**Knowledge, Skills and Abilities:**

- Knowledge of modern cooking methods such as; following large scale food recipes (cooking for 50 or more), using commercial kitchen equipment to prepare meals, acquire health & safety practices in food preparation is familiar with Yakama Tribal Customs and traditional foods.
- Knowledge of Aging Long-Term Services Administration and the Yakama Nation policies, regarding Adult Protective Services and having direct & indirect frequent contact with elderly and the employee is considered a mandatory reporter.
- Ability to provide a welcoming and pleasant atmosphere at the meal sites by building relationships with clients.
- Ability to organize, record keeping, and generate a monthly report.
- Ability to obtain emergency services and provide a complete written report of incidents and/or client complaints.
- Ability to record client participant on attendance/visitor log sheet to submit to the supervisor.
- Ability to acquire computer skills in recording & reporting client contacts and service provided.
- Ability to provide leadership to employees in the absence of supervisor using sound judgement.
- Ability to stand for long periods of time, lift chairs, boxes, move tables, lift commercial size cans of food, cooking pots and pans, sweep, mop, clean salmon, and put away stock in pantry and walk-in freezer.
- Ability to work with co-workers and establish a team work environment.
- Ability to maintain a time schedule & routine to ensure that the congregate meals and home delivered meals are provided on time.
- Skills in promotional activities to aid in expansion of AAoA nutrition services and create positive attitudes towards good nutrition.
- Skills in phone mapping software with geographic locators to find clients address who are on Home Delivery Meal service and/or when conducting home visits, outreach, and transporting.
- Must have good attendance.

**Minimum Requirements:**

- High school diploma and/or two years work experience in large scale food preparation that can demonstrate ability to perform the work.
- Must possess a valid Washington State Driver's License with the ability to obtain a Yakama Nation Tribal Driving Permit.
- Required to pass pre-employment drug test.
- Required to pass Washington State Department of Social Health Background check.
- Enrolled Yakama Preference, but all qualified applicants are encouraged to apply.