

This job description serves as a guide for establishing the criteria to fill a specific function or appraise the level of performance related to that function. In its sole discretion, the District may choose to fill this function by contracting with individuals or corporate entities rather than hiring an employee. The job duties referenced here are examples and may change from time to time.

1. Job Summary

- a) Hourly, non-exempt, full-time regular, non-supervisory position.
- b) The Home Health Tech is responsible for providing basic health and social services to the elders and disabled clients of the San Xavier District Community.
- c) Supervised by the Work Senior Services Program Director.
- d) Salary Range – NE4.

2. Responsibilities

- a) Essential Duties.
 - i) Acknowledges and greets all applicants and District employees politely and professionally.
 - ii) Orders/picks up/delivers medication, medical supplies, and medical equipment from the San Xavier clinic and outside entities.
 - iii) Assists –
 - a) clients with pillboxes and obtaining current client medical listings. Take stool/urine samples to the SXC lab.
 - b) clients with setting up and confirming appointments with Primary Care Provider (PCP) for clients, ER follow-ups, same-day appointments, Podiatry, Renal, Optometry, Dental, and other specialties in Tucson/Phoenix.
 - c) the Senior Services Transporter in transporting clients to and from; medical appointments, ER & specialty clinics in SX/ Tucson area.
 - d) with new client process, provides applications, and conducts interviews and determines needs.
 - e) with department functions such as transporting, setting up, cleaning, preparing meals, serving, etc.
 - f) in keeping a healthy environment that may be necessary to prevent or postpone institutionalization and to facilitate self-care at home.
 - g) clients in keeping maximum self-reliance at home in daily activities.
 - h) the clients in daily health care (i.e., glucose levels, blood pressure, etc.).

- iv) Occasionally demonstrates the use of glucometer/lancets/test strips and Insulin pen, so client comprehends.
- v) Delivers supplies such as depends, chucks, wipes, gloves, and any supplies from the clinic (i.e., ace bandage, dressing supplies, breathing treatment supplies, glucometers, blood glucose pen, compression stockings, etc.).
- vi) Coordinates transport with Health Transportation Services TON if the Senior Services Department is unable to transport.
- vii) Works with Tohono O’odham Health Care to assist clients for referral/follow-up process for outside specialties.
- viii) Ensures clients are aware of discontinued, PRN, or expired meds and will be removed from the home for disposal to Tucson Police Department or the Pima County Sheriff’s Department.
- ix) Attends meetings and trainings with TON Senior Services (i.e., HIPAA training, conducts surveys, meets with APS when necessary).
- x) Reports changes in the client’s condition/s and needs to the Senior Services Director and other agencies involved.
- xi) Translates for clients when consulting business with non-O’odham professionals.
- xii) Coordinates service delivery to community clients from other agencies, including (but not limited to) Indian Health Service, Social Services, Community Health, Substance Abuse, Nutritional, Psychological, and Mental Health Programs.
- xiii) Identifies and reports clients’ needs to the Senior Services Director.
- xiv) Responds to non-emergency calls.
- xv) Writes weekly reports and attends departmental meetings as scheduled.
- xvi) Performs other duties and responsibilities as requested.

3. Knowledge Skills & Abilities.

- a) Ability to –
 - i) recognize the special needs of the patient in the home.
 - ii) communicate with clients and others in an effective and mature, caring manner.
 - iii) communicate and understand medical terminology when working with health professionals.
 - iv) organize and manage work time efficiently.
 - v) lift, bend, stretch, climb, and negotiate difficult pathways in and about the client’s home.
 - vi) carry light objects (e.g., equipment and supplies up to 35 pounds), and move clients.

- vii) see, hear, and speak without limitations for accurate verbal and written communication.
- viii) maintain confidential information.
- ix) understand the normal ranges of vitals
- x) take manual blood pressures.
- xi) understand medical terminology.
- xii) assist clients with medical forms at their request.

4. Working Conditions

a) Environment.

Hot	<input type="checkbox"/>	Noisy	<input type="checkbox"/>	Dust/Fumes	<input type="checkbox"/>
Cold	<input type="checkbox"/>	Outdoors	<input type="checkbox"/>	Chemicals	<input type="checkbox"/>
Contact with substance that could cause allergic reactions:					
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Describe:	
Protective Equipment Used:					
Other: <input type="checkbox"/> Explain:					

b) Physical Activities and Requirements.

Requirements	Sometimes 0 - 29%	Frequently 30 - 59%	Constantly 60 - 100%	N/A	Comments
Bending/Pushing/Pulling				✓	
Climbing Ladders				✓	
Climbing Stairs	✓				
Collating/Filing	✓				
Digging				✓	
Dialing		✓			
Hearing		✓			
Lifting/Carrying 25lbs.	✓			✓	
Lifting/Carrying 50lbs.				✓	
Lifting/Carrying 75lb.s				✓	
Reaching Overhead				✓	
Reading		✓			
Repetitive Motion/L-R		✓			
Speaking		✓			
Standing	✓				
Sustained Mental Aptitude			✓		
Sustained Visual Aptitude			✓		
Threading				✓	
Using Keyboard		✓			
Vehicle Operation	✓				
Walking	✓				
Writing		✓			
Other:					

5. Qualifications (must have, maintain, and provide the following):
 - a) High School diploma or equivalent.
 - b) Certified Nurse’s Assistant (CNA) certificate and Arizona State Board of Nursing CNA License.
 - c) Valid Arizona Driver’s License (No DUI’s or major traffic offenses within the past three years), and meet the Tohono O’odham Nation Tribal employer’s insurance requirements to receive a driver’s permit to operate program vehicles.
 - d) Bilingual – O’odham and English preferred but not required.

In accordance with the Indian Preference Act (Title 25, US Code, Section 472 and 473) preference in filling vacancies will be given to:

- (1) enrolled members of the San Xavier District,
- (2) enrolled members of the Tohono O’odham Nation,
- (3) enrolled members of other nations or tribes,
- (4) all other qualified candidates.

San Xavier District is committed to providing Equal Employment Opportunities.

Reviewed and Approved By:

Employee Acknowledgement: _____	Effective Date _____
Immediate Supervisor: _____	Effective Date _____
Next Level Supervisor: _____	Effective Date _____

San Xavier District is an “Alcohol/Drug-Free Work Place”