



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
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VACANCY ANNOUNCEMENT

POSITION:	Veteran Support Service Program Member (12)	OPENING DATE:	11/04/2013
PAY GRADE:	Monthly Stipend: \$200	CLOSING DATE:	Open Until Filled
FLSA STATUS:	Volunteer	POSTED:	WITHIN ONLY
DEPARTMENT:	POI, Elderly Center		
REPORTS TO:	Home Services Manager		

VETERAN SUPPORT SERVICE PROGRAM MEMBER

This volunteer position is located at the Pueblo of Isleta Elderly Center, Isleta, New Mexico. This position provides a wide variety of support services targeted to veterans and military families of all ages. Services are designed to decrease caregiving burden and stress and empower the caregiver and care recipient through education and networking community resources to maintain and or improve their quality of life. Members are expected to provide a minimum of 450 hours of combined service and training for the contracted period. On average, this equates 11-12 hours per week.

Service Activities:

In order to enhance independent living for veterans and military families an array of caregiver and veteran support services will be offered to include:

- In-Home support and service
- Support and Create Peer-to-Peer Networks
- Acquisition of Transportation Services
- Acquisition of Internal/External Support services

Minimum Qualifications/Requirements:

- Complete Pueblo of Isleta Employment Application
- Must be willing to have a Criminal Background Check conducted
- Must have own telephone
- Must be flexible in terms of service activities schedule
- Must have dependable transportation

PLEASE REFER TO ATTACHED POSITION DESCRIPTION

PREFERENCE: Tribal preference and Native American Indian preference applies

**University of Maryland
Department of Health Services Administration (UMDHSA)**



AmeriCorps Member Volunteer Service Position Description

SERVICE CATEGORY:

Caregiver and Veteran Support Services

SCOPE OF SERVICE:

Caregiver and Veteran Support Services offers a wide range of community-based support services targeted to veterans and military families of all ages. Services are designed to decrease caregiving burden and stress and empower the caregiver and care recipient through education and networking community resources to maintain and or improve their quality of life. Members are expected to provide a minimum of 450 hours of combined service and training for the contracted period. On average, this equates to 11-12 hours each week.

SERVICE ACTIVITIES:

In order to enhance independent living for veterans and military families an array of caregiver and veteran support services will be offered to include:

(1) In-home respite care. All activities are of a non-medical nature, not requiring the skills or services of medical, therapeutic or other licensed professionals. Providing on average 9 hours of on-site respite care per week that enables the caregiver to attend to essential family or personal needs and or events or activities that are vital to personal health or well-being. Respite care activities include active listening with the care recipient, preparing light snacks or lunches, making arrangements for transportation for the care recipient to medical appointments, bill pay, outings, etc.. Provide walking or other non-medical ambulatory exercises to maintain mobility. Provide companionship in the form of visiting, storytelling, journaling, playing card games, etc.

(2) Information Dissemination on Veteran Medical Conditions. Members will encourage the caregiver and or care recipient to attend educational sessions provided by health professionals on various medical conditions (e.g., traumatic brain injuries, physical disabilities, post-traumatic stress disorders, environmental-chemical illnesses, symptoms, coping strategies, medical/physical interventions and other resources). Members are strictly prohibited from offering personal medical advice, diagnosing and or other medical therapies.

(3) Supporting and Creating Peer-to-Peer Networks. Members will provide information and support to veteran and military families to identify and link caregivers to various social support venues (e.g., veteran/military support groups and web-based resources). Information about and links to community resources, employment opportunities and organizations that support veteran and military families will be provided to the caregiver.

(4) Transportation Services. Members will make schedule transportation services for the care recipient to medical appointments, pharmacy needs, shopping or other essential places. Based on internal policies and required liability coverage, **members shall not transport.**

AMERICORPS MEMBER ADMINISTRATIVE TASKS:

All Members are required to participate in the University of Maryland national research and evaluation by completing all research and evaluation forms within the prescribed timeframes.

Completes member service time and activity logs and training forms.

Attends required pre-service, in-service training and Reflection Sessions.

Comply with AmeriCorps Member Prohibited Activities as referenced in the Member Contract and Member Handbook.

Works with designated Elder Center worker to develop and review caregiver service plans.

Completes progress reports per requirements.

Provides periodic written success stories about service activities and individuals served.

Identifies other service needs or concerns and reports those to the Elder Center Program Supervisor.

Assess the home environment to identify safety issues to prevent falls or other harm that would jeopardize independent living and reports those to the Elder Center Program Supervisor.

Members will not engage in *Prohibited Activities* set forth by the Corporation for National & Community Service as outlined in the Member Handbook and Member Contract and Pueblo of Isleta Personnel Policies and Procedures.

Perform daily service activities in accordance with the care plan.

Attends host agency and community service meetings as assigned.

Enters data into OnCorps Reporting database if possible.

Adheres to established time schedules (i.e., reports to project site on time, reports to service assignment on time, meets all other reporting timeframes such as member time sheets, monthly reports).

Member is prohibited from handling the individual's money, accepting gifts, administration of medications, lifting of individual, or any other activity normally performed by medical or other licensed professionals.

MEMBER DESIRED KNOWLEDGE, SKILLS AND ABILITY:

Ability to express ideas in writing using appropriate grammar, spelling and punctuation.

Ability to adapt to changing social conditions/situations.

Ability to get along with others (i.e., caretakers, caregivers, family members of caretaker, fellow members, staff, supervisor, community organizations, etc.).

Ability to complete written reports as requested.

Ability to establish a self-directed course of action to accomplish assigned service or reporting tasks.

Commitment to learning about and adherence to AmeriCorps rules and regulations.

Commitment to learning about veteran and military family issues and needs (will be covered as part of the pre-service orientation).

Knowledge of community resources.

SPECIAL CONDITIONS:

Must be willing to have a Criminal Background Check conducted

Must have own telephone

Must be flexible in terms of service activities schedule

Must have dependable transportation

MEMBERS WITH DISABILITIES:

AmeriCorps strives to reach out to members who contribute a diverse set of skills and life experiences to the program. Applicants will be selected on the merits of their application and whether or not they can perform the essential project activities, with or without reasonable accommodation of their mental or physical disabilities. Reasonable accommodations will be made for individuals with disabilities provided they are not unduly burdensome or alter the fundamental design of the program. However, the organization must prove and document any such findings or decision.

Minimum Requirements:

Be enrolled as an AmeriCorps member with a signed AmeriCorps Member contract, be certified as a U.S. national or a lawful permanent resident alien of the United States, be at least 17 years of age and have a high school diploma, GED or agree to obtain one while serving. Member must have a clean State Criminal Background Check and National Sex Offender Public Registry (NSOPR) in order to be an AmeriCorps Member.

Note: AmeriCorps members are not employees of the AmeriCorps program, Pueblo of Isleta or of the federal government. Moreover, members are not allowed to perform an employee's duties or otherwise displace employees.

The grantee must withhold Federal personal income taxes from Member Living Allowances, requiring each member to complete a W-4 form at the beginning of the term of service and providing a W-2 form at the close of the tax year.

SUPERVISOR:

AmeriCorps member reports to Karen Jiron, Volunteer Coordinator.

Note: AmeriCorps is funded through a grant from the Corporation for National and Community Service and is administered through the University of Maryland Department of Health Services Administration.