

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2014-194 **Issue Date:** 11-04-14 **Closing Date:** 11-10-14

Community Health Aide II/Contract Monitor
Area Agency on Aging (AAoA)
Department of Health & Human Services
Hourly Wage: \$11.98/Regular/Full-time

Primary assignment will be as Case Aide to Case Manager and the Licensed Nurse. This position oversees incoming and outgoing job assignments for the Case Manager and LN. Responsible to recruit, execute, manage and monitor contract with qualified providers for homecare agency services to state funded clients, Medicaid waiver services under the Community Options Program Entry System (COPEs).

Knowledge, Skills and Abilities:

- Knowledge of customer service techniques.
- Knowledge of team building concepts.
- Ability to understand and apply federal, state, and tribal policies, procedures, and regulations applicable to assignments.
- Ability to adhere to confidentiality requirements of client records which includes federal, state and tribal confidentiality policies.
- Ability to be organized and work in a team environment.
- Ability to utilize personal and laptop computers, telephone, copy, fax machines, and calculator.
- Ability to comply with laws, codes, ordinances, and regulations.
- Ability to establish and maintain effective interpersonal relationships with Tribal, City, and County officials, at all organizational levels and with the public.
- Ability to communicate effectively both orally and in writing with Aging and Disabilities Administration (ADSA), government agencies, other professionals and the public.
- Ability to perform weekly filing for both Individual Provider and Client files.

General Recruiting Indicators:

- Two years of college level courses in a relevant field or two years of paid or volunteer experience in providing direct health and human services with experience in providing health and human services to older and disabled persons.

Special Requirements:

- Required to pass a pre-employment drug and alcohol test.
- Must complete a DSHS Background Inquiry Authorization (DSHS 09-653). Appointment to position is subject to the results of the background Inquiry.
- Must have at least six months of computer experience in data entry, use of Microsoft Work, and ACCESS.
- Ability to travel within Washington State to attend training.
- Must possess a valid Washington State Driver's License with the ability to obtain a Yakama Nation Tribal Driver's Permit.