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| Courthouse | Dawson County  Human Resources  **(406) 345-4155  ●** [**gregoryc@dawsoncountymontana.com**](mailto:gregoryc@dawsoncountymontana.com) |

**Job Vacancy**

**Home Health Aide/Homemaker – Health Department**

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| **Date Posted:** | June 6, 2022 |
| **Application Deadline:** | Open Until Filled |
| **Hourly Starting Wage:** | Home Health Aide (Grade 15 = $17.59)/Homemaker (Grade 13 = $15.62) |
| **Hours/Days:** | 25-35 Hours a week/Monday-Friday |

The County Health Department protects and promotes the health of county citizens and the environment through the efforts of dedicated and skilled employees and application of sound public health principle. The department's role is to identify community health problems; diagnose and investigate health problems and health hazards in the community; and enforce laws and regulations that protect health and ensure safety. The mission of the department is to promote and protect public health.  Under general supervision, the employee will evaluate and counsel clients regarding nutritional needs and performs in-home personal care for clients.

**DUTIES AND RESPONSIBILITIES:**

1. Performs general housekeeping tasks including; vacuum, mop and wax floors, dust, change linen and do laundry, iron clothes, clean and defrost refrigerator/freezer, clean appliances, wash dishes, buy groceries and run errands.
2. Daily documentation of services and patient care is required. Needs to be able to assess the condition of the patient
3. The majority of the work time is spent in client homes assisting with light housekeeping, assisting with patient bathing, dressing and personal care.
4. Assist in taking patient histories; take vital signs as appropriate and record inpatient charts.
5. Assist with non­invasive routine patient care procedures.
6. Provide in home care to patients including bathing, assistance with activities of daily living, sometimes in stressful situations.
7. Must be able to obtain and maintain a valid Montana driver's license.
8. Collect fees and deliver to health department; prepare time, mileage and service reports; attend meetings.
9. Ability to maintain confidentiality and exercise good judgment; follow established procedures; follow written and verbal instructions; effectively and appropriately communicate.

**MINIMUM QUALIFICATIONS:**

* High School Diploma or GED
* Certification as a CNA/HHA in Montana.
* One (1) year of experience in a health care environment or an acceptable combination of education and experience.
* Must be able to obtain and maintain a valid Montana driver’s license.

**HOW TO APPLY:** To apply for this position, please contact Dawson County Human Resources or the Glendive Job Service (<http://glendivejobs.mt.gov>) to complete a Dawson County application and complete any required testing (if applicable).  An application may also be downloaded from the County website, [www.dawsoncountymontana.com](http://www.dawsoncountymontana.com). Completed applications should be submitted to Dawson County HR 345-4155 or the Glendive Job Service. For questions regarding the position, please call the Dawson County Health Department at 377-5213

*This vacancy announcement provides only a brief overview of the position for recruiting purposes and is not intended to be a full list of duties and qualifications. For a complete position description, please make your request to Dawson County Human Resources.*

*Dawson County provides equal opportunity for employment, retention and advancement to all people regardless of race, color, creed, national origin, religious or political affiliation, sex, age, marital status, mental or physical disabilities. The information contained on employment applications is sought in good faith. It will not be used in any way to discriminate against any applicant for employment in violation of state or federal law.*