

NATIVE VILLAGE OF NUIQSUT JOB DESCRIPTION



JOB TITLE: Homemaker I
REPORTS TO: Executive Director or Designee
SUPERVISORY: No
SALARY: \$25 - \$31/hr
WORK SCHEDULE: 9:00 am to 5:00 pm Monday through Friday (Full-Time)
Part-Time Schedule Available
POSITION TYPE: Non-Exempt
DATE: November 13, 2025

ABOUT US:

The Native Village of Nuiqsut is dedicated to supporting our Tribal Citizens and strengthening our future. We work together to protect our subsistence way of life, provide quality services, and support initiatives that benefit our community. As we continue to grow, we remain committed to honoring and preserving the rich cultural heritage of the Nuiqsut People.

POSITION OVERVIEW:

We are seeking a dependable and compassionate Homemaker to provide in-home support for elder clients. This role includes routine housekeeping, assistance with personal care, and support for daily living activities to ensure the health, safety, and dignity of our Tribal Citizens.

KEY RESPONSIBILITIES:

- Perform routine housekeeping (sweeping, mopping, dishes, laundry, bed making, bathroom cleaning).
- Assist with personal hygiene and daily living needs.
- Provide support for shopping, mail delivery, medical appointments, and errands.
- Handle heavier household chores (snow shoveling, trash removal, oil pumping).
- Assist with medical needs (oxygen machine setup, medication monitoring).
- Offer translation support when needed.
- Maintain accurate daily records and report any distressing situations.
- Comply with AS 47.24.010 Reports of Harm.
- Attend regular training related to elder care.
- Perform other duties as assigned to support program success.

REQUIRED QUALIFICATIONS:

- High school diploma and 3+ years of work experience.
- Must be at least 18 years old.
- Valid driver's license and clean driving record.

- CPR/First Aid certification (or ability to obtain upon hire).
- Completion of orientation and confidentiality agreement.
- Ability to speak and translate Inupiat language.
- Strong organizational skills and attention to detail.
- Ability to prioritize tasks, meet deadlines, and adapt to changing priorities.
- Professional communication and discretion with sensitive information.
- Collaborative mindset and ability to work effectively with elders, staff, and Tribal Council.
- Consistent and dependable attendance.
- Ability to pass a criminal background check (restrictions apply for certain offenses).

BENEFITS:

- Medical, Vision and Dental
- Short and Longterm disability
- 401(k)
- Child Care Assistance

Native preference: The Native Village of Nuiqsut is an equal opportunity employer and, in accordance with P.L. 93-638, will give preference to equally qualified Alaska Native and American Indian candidates. To qualify, applicants must provide proof of AN/AI status with their application.

Barrier crimes: All applicants must meet and, during the term of their employment, continue to meet all applicable criminal background check requirements and character standards under the terms of the Alaska Barrier Crimes Act ("ABCA") at AS 47.05.300 et seq. and the regulations at 7 AAC 10.900 - 7 AAC 10.990. Applicants must not have been charged with, convicted of, found not guilty by reason of insanity, or adjudicated as a delinquent for or to any crime that would prevent from providing services under ABCA as specified at 7 AAC 10.900 - 7 AAC 10.990. Applicants will notify the Native Village of Nuiqsut immediately upon being charged with any such crime prohibited under ABCA.

NATIVE VILLAGE OF NUIQSUT IS AN ALCOHOL AND DRUG FREE WORKPLACE.

The Job Description reflects Native Village of Nuiqsut's best effort to describe the essential functions and qualifications of the job described. This document is not intended to exclude an opportunity for medications consistent with providing reasonable accommodations. This is not intended to be a contract.

Your signature requires that you read this Job Description and understand the essential functions and essential qualifications of the job.

Name: _____

Date