

HUMBOLDT SENIOR RESOURCE CENTER
Job Description

JOB TITLE: CarePartner (Center)
DEPARTMENT: Redwood Coast PACE
REPORTS TO: Center Manager
FLSA STATUS: Non-Exempt/Hourly
APPROVED: June 2021

JOB SUMMARY: Under the supervision of the Center Manager, provides personal care services to Redwood Coast PACE participants in the Day Center and during transit to medical appointments according to departmental, para-professional, and regulatory standards of care.

ESSENTIAL DUTIES AND RESONSIBILITIES:

1. Assists participants who attend the Day Center with bathing, grooming, toileting, and feeding.
2. Accompanies participants to medical appointments in the Redwood Coast PACE Clinic as needed.
3. Routinely monitors vital signs such as weight, blood pressure, and pulse.
4. Maintains personal care supplies for the Day Center.
5. Sends necessary personal care supplies home with participants as needed.
6. Coordinates and assist with meals in the Day Center according to each participant's Plan of Care.
7. Maintains a clean and sanitary environment in the Day Center at all times.
8. Provides nutritional supplements to participants as ordered by the Primary Care Provider and directed by the Registered Dietitian.
9. Assists in the monitoring of food and fluid intake according to a participant's Plan of Care.
10. Assures portable meals are sent home with participants as specified by the Plan of Care.
11. Assists participants upon arrival in the Day Center and helps participants to prepare for departure when leaving.
12. Coordinates and performs tasks as directed in the task lists/calendar or under the direction of the Center Manager.
13. Immediately reports any observed changes in a participant's behavior, health, or mobility to the Center Manager and other members of the Interdisciplinary Team as needed.
14. Demonstrates proficiency in set-up and application of therapeutic activity modalities including exercises in the Day Center. Implements the physical therapy/occupational therapy maintenance program per the participant's Plan of Care.
15. Participates on the Interdisciplinary Team as required and communicates effectively with participants, family members, caregivers, employees, and visitors.
16. Completes documentation in the medical record accurately and in a timely manner.
17. Complies with safety policies and procedures, identifying and immediately reporting any potential or actual unsafe acts or conditions per the policies and procedures.
18. Takes necessary measures to ensure a safety environment for oneself, co-workers, contractors, participants, visitors and others.

19. Monitors personal safety and attends to good body mechanics. Ensures infection and exposure control and is prepared in case of emergency.
20. Assists in the monitoring of participant physical and chemical restraints according to a participant's Plan of Care, adheres to the policy and procedures outlining monitoring and communicates with Primary Care Physician, Registered Nurse (RN) and/or Center Manager as required.
21. Consistently meets or exceeds Redwood Coast PACE targets for productivity.
22. Consistently meets or exceeds Redwood Coast PACE targets for customer service.
23. Continually seeks better ways for delivering services and communicating with participants.
24. Effectively collaborates with co-workers and contractors to meet Redwood Coast PACE goals and further success of the program.
25. Complies with all policy and procedures of Redwood Coast PACE.
26. Demonstrates proficiency in delivering age-specific care.
27. Participates in the process of teaching, training, and mentoring student interns and volunteers working within the program area.
28. Other duties as assigned.

EDUCATION &/or EXPERIENCE:

1. Must have a high school diploma or GED equivalent.
2. Must have at least one (1) year of experience working with a frail or elderly population, preferably providing personal care in a health facility or in-home setting.

LICENSES OR CERTIFICATES:

1. Current CPR and First Aid certification required within six (6) months of hire.
2. Certified Nursing Assistant or Certified Home Health Aide preferred.

PRE-SCREENING REQUIREMENTS:

1. Requires clearance of a DOJ and FBI criminal history background check, pre-employment physical, and PPD skin test (TB screening).

JOB SKILLS:

1. Demonstrates respect for and promotes participant rights, including dignity, self-determination, access to care, confidentiality, and independence.
2. Understands the importance of community involvement and participates as appropriate in activities that link Redwood Coast PACE to the community.
3. Ability to provide care for frail elderly.
4. Excellent interpersonal interactions, teamwork, and problem-solving skills.
5. Ability to complete duties within an agreed upon time frame and to adjust personal schedule if required.
6. Ability to adapt appropriately to change of priorities and workload.
7. Ability to maintain a consistent level of productivity.
8. Sound verbal communication skills to convey information effectively and listening skills to receive directions and understand participant concerns.

9. Ability to maintain a positive attitude and balance in relationships with others. Exhibits patience and compassion in work with participants.
10. Ability to understand detailed requirements in working activities.

PHYSICAL REQUIREMENTS:

1. Physical abilities sufficient to move between different staff work areas, communicate with co-workers and the public, operate a computer, produce reports, talk on the telephone, and travel to other agency worksites.

ANALYSIS OF PHYSICAL DEMANDS:

Key (Based on typical week): **N**=Never; **R**=Rarely (Less than 1 hour per week); **O**=Occasional (1%-33% of time); **F**=Frequent (34%-66% of time); **C**=Constant (over 66% of time)

Activity	Frequency					Activity	Frequency				
	N	R	O	F	C		N	R	O	F	C
Lifting/Carrying						Twisting/Turning					
Under 10 lbs.				x		Reach over shoulder				x	
11-20 lbs.				x		Reach over head				x	
21-50 lbs.			x			Reach outward				x	
51-100 lbs.		x				Climb		x			
Over 100 lbs.		x				Crawl	x				
						Kneel				x	
Pushing/Pulling						Squat				x	
Under 10 lbs.				x		Sit			x		
11-20 lbs.				x		Walk-Normal Surfaces				x	
21-50 lbs.				x		Walk-Uneven Surfaces		x			
51-100 lbs.				x		Walk-Slippery Surfaces		x			
Over 100 lbs.				x		Stand				x	
Other						Driving	x				
Keyboard/Ten Key			x								
Fingering (Fine dexterity)			x								
Handling (grasping, holding)			x								
Repetitive Motion-Hands			x								
Repetitive Motion-Feet			x								

The above statements are intended to describe the general nature of work performed. They are not to be considered an exhaustive list of all job tasks performed. The agency reserves the right to change job descriptions, work hours or work sites as required by the program.

The Humboldt Senior Resource Center is a private, non-profit, multi-purpose senior center providing a continuum of social and health related services. The agency currently holds contracts with the California Department of Aging and Area One Agency on Aging.

The Humboldt Senior Resource Center is an equal opportunity employer. We will not unlawfully discriminate against qualified applicants or employees with respect to any terms or conditions of employment based on race, color, national origin, ancestry, sex, sexual orientation, age, religion, physical or mental disability, medical condition, pregnancy, breastfeeding, gender identity, marital status, citizenship status, military or veteran status, genetic information, or other basis protected by applicable federal or state law.

Employee Signature

Date