

# HUMBOLDT SENIOR RESOURCE CENTER

## Job Description

**JOB TITLE:** CarePartner (Center)  
**DEPARTMENT:** Adult Day Health  
**REPORTS TO:** Activity Supervisor  
**FLSA STATUS:** Non-Exempt/Hourly  
**APPROVED:** **June 2021**

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**JOB SUMMARY:** Provide therapeutic services to program participants and assist with general activities as directed by the Activity Supervisor and the Director of Adult Day Health. CarePartners are part of the Multipdisciplinary Team, collaborating with Adult Day Health and other programs to provide core services to participants.

### **ESSENTIAL DUTIES AND RESONSIBILITIES:**

#### **General Care Partner Duties**

1. Assists with all general activities, such as greeting participants, daily preparation, and serving of beverages, snacks, and meals.
2. Provides Person-Centered Care to augment participant's stability, increase motivation, improve socialization, and meets the activity needs of each individual participant.
3. Facilitates both one-on-one and group activities (arts and crafts, music, discussion, and other recreational activities) with varied participant population.
4. Assists participants with transfers, ambulation, and prescribed group exercises under the direction and supervision of the Physical and Occupational Therapists.
5. Monitors changes in participants' physical and mental condition (affect, mood, motivation, and socialization levels) and reports changes to the Activity Supervisor.
6. Assists other team members and takes full share in general duties, such as cleaning up program area, laundry, etc.
7. Performs additional tasks assigned by the Adult Day Health leadership team.
8. Attends weekly operations meetings, monthly staff in-service trainings, and regular department meetings as well as any other meetings as requested.
9. Writes daily notes in participant charts related to activities provided and the level of participant participation.
10. Participates in the process of teaching, training, and mentoring new staff, student interns and volunteers working within the program area.

#### **Personal Care**

1. Provides personal care to participants, assisting with toileting, bathing, skin, hair, and other personal care services, as prescribed in the participants' treatment plan and under the supervision of a Registered Nurse (RN).
2. Under supervision of an RN, obtains and records participant vitals such as weight and blood pressure. Reports out of range readings to the RN.
3. Documents personal care performed in chart record and reports any unusual situations to the nursing team.

4. Assists with training new employees in participant-personal care protocol.
5. Provides foot soaks to participants as directed by the nursing team and reports back on any changes in skin condition of feet and legs.
6. Ensures stocking of personal care supplies and informs nursing team of the need for supplies.

### **Food Handling**

1. Assists Nutrition Program employees and utilizes proper food handling techniques to hold, modify, portion, and deliver food to participants for the snack and lunch meals.
2. Maintains safe and sanitary procedures according to program standards and policies in all areas of food service.
3. Assists Nutrition Program employees with operation of steam table, blender, food processor, and other kitchen equipment; operation of commercial dishwasher; cleaning and sanitization of work areas and equipment in order to maintain cleanliness in kitchen and food service areas.
4. Informs Registered Dietician or Activity Supervisor of any problems with meal service, food delivery, or related areas.
5. Performs point-of-service lunch and snack count as directed.

### **Physical and Occupational Maintenance Therapy**

1. Assists participants under the direction and supervision of the Physical and Occupational Therapists and RNs.
2. Assists each participant with meeting their therapy goals as outlined in their individual plans of care. Treatments may include, but are not limited to, training for safe standing balance, transfer, ambulation, and wheelchair technique; range of motion and strengthening exercises; retraining in activities of daily living and independent living skills; and sensory retraining.
3. Coordinates with team to identify best ways to motivate and encourage participants to improve their mobility, balance, and overall wellbeing.
4. Plans and leads group exercises and/or group cognitive activities.
5. Monitors changes in participant physical and mental condition and reports changes to the Social Worker, Physical Therapist, Occupational Therapist, and/or RN.
6. Completes daily documentation of participant's individual and group therapy and liaisons with the team regarding any changes in participant care plan/needs.

### **EDUCATION &/or EXPERIENCE:**

1. Must possess 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 within six (6) months of hire.

### **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 an interest in working with elderly and disabled adults to enhance and encourage their independence.

2. Demonstrates ability to work as part of a team, with supervision, and to remain flexible with changes in daily job tasks.
3. Demonstrates excellent interpersonal interactions that result in problem solving and team building.
4. Exhibits the ability to complete duties within an agreed upon time frame and to adjust personal schedule if required.
5. Adapts appropriately to change of priorities and workload.
6. Demonstrates sound verbal communication skills to convey information effectively and sound listening skills to receive directions and understand participant concerns.
7. Maintains a positive attitude and balance in relationships with others. Exhibits patience and compassion in work with participants.
8. Incorporates an understanding of detailed requirements in working activities.
9. Acts in a manner consistent with agency values.
10. Ability to complete other duties as assigned.

**SUPERVISORY REQUIREMENTS:**

1. This position does not have supervisory requirements.

**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
<b><i>Lifting/Carrying</i></b>						<b><i>Twisting/Turning</i></b>					
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		
<b><i>Pushing/Pulling</i></b>						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		
<b><i>Other</i></b>						<b><i>Driving</i></b>					
Keyboard/Ten Key		X				Automatic Trans	X				
Fingering (Fine dexterity)				X		Standard Trans	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.*

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Employee Signature

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Date