
Announcement Number: 25-13

Who can apply: PUBLIC

Open: MARCH 1, 2025 - UNTIL FILLED

Position Title	Program
RESPIRE CARE WORKER FULL-TIME AND PART-TIME	ENKATGAO

CHARACTER OF THE JOB:

Employees in this class work in accordance with a developed Individualized Care Plan to help clients achieve maximum self-reliance in daily activities. Supervisor reviews Job performance for compliance with oral or written instructions. Employee reports directly to assigned supervisor.

ILLUSTRATIVE EXAMPLES OF WORK:

(These examples do not list all the duties, which may be assigned; any one position may not include all duties listed)

1. Adheres to the clients Individualized Care Plan.
2. Provides personal assistance, stand-by assistance, supervision, or cues for persons having the inability to perform Activities of Daily Living (ADL), such as eating, dressing, bathing, toileting, transferring in and out of bed/chair and changing of beddings.
3. Administers bedside and personal care such as ambulation and personal hygiene assistance.
4. Assists clients to utilize assistive devices such as wheelchair, crutches, cane, walkers, etc.
5. Provides homemaker services to persons having the inability to perform one or more of the following Instrumental Activities of Daily Living (IDAL), such as preparing light meals, shopping/errands for essential needs, using the telephone, or doing light housework and laundry.
6. Provides chore services to persons having difficulty with the following Instrumental Activities of Daily Living (IADL) such as; light dusting, cleaning of bathroom, refrigerator, stove, counter tops with restrictions in moving heavy household furniture and appliances, cleaning of windows etc.
7. Maintains a safe and hygienic environment for clients.
8. Demonstrates safe practices by utilizing proper body mechanics adhering to universal precautions.
9. Applies proper techniques learned during the Homemaker/Health Aide Certification Training during any activity or physical contact with client.
10. Prepares and maintains records of the units of service monthly and submitted at the beginning of the following month.
11. Immediately reports all incidents involving clients to the immediate supervisor or Program Manager.

12. Ensures the confidentiality of all information pertaining to clients served.
13. Follows emergency procedures (typhoon plan, etc.).
14. Attends training programs required by contract to include: Cardio Pulmonary Resuscitation (CPR) Training; First Aid Training; and Homemaker/Health Aide Training.
15. Performs other related duties as assigned.

MINIMUM KNOWLEDGE, SKILLS, AND ABILITIES:

1. A level of knowledge normally acquired through attainment of a High School diploma or GED equivalent preferred.
2. Oral communication skills essential when talking with clients, giving instructions, listening, etc.
3. Written communication and written skills needed for reporting purposes.
4. Second language other than English, a plus.
5. Strong service and team orientation
6. Ability to accurately perform multiple tasks simultaneously and meet multiple demands.
7. Flexibility in day-to-day actions and duties.

REQUIRED EDUCATION AND EXPERIENCE:

- High School Diploma or GED equivalent plus **a minimum of two (2) years of work/private experience as a caregiver for elderly or disabled individuals.**
- Is required to be physically able to perform the following:
 - The ability to stoop, reach, stand, walk, push, pull, lift, grasp, and repetitive motion of the wrists and hands.
 - Able to lift and move up to 75 lbs. occasionally, and up to 50 lbs. frequently.

REQUIREMENTS WHEN SELECTED:

- A. Current Institutional Health Certificate
- B. Submit to and Pass a Drug Test
- C. Driver's License and reliable transportation

REQUIRED DOCUMENTS: To validate credentials you may claim (e.g. High School Diploma, /College Transcript), a copy of a certified copy of the document(s) and resume must accompany the application. Failure to provide proof may result in a determination of not meeting required education and/or experience. If selected, you will be required to submit a recent Police, Traffic and Court Clearance and submit to and pass a drug test.

For more information, please contact Ms. Linda Del Rosario, Personnel Officer at 635-1412.


DIANA B. CALVO
Executive Director

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