

The CARE Center, Inc.

JOB VACANCY NOTICE

POSITION: Residential Program Worker/Residential Maintenance Assistant (Part-Time)
Butler, PA

PAY GRADE: 4

WAGE: \$10.25/hr. (as a minimum)

ESSENTIAL FUNCTIONS:

- Maintains the general safety, security of consumers in crisis and aids consumers with the implementation of their individualized service plans.
- Provides hands-on instruction to clients to implement crisis plans and assist with crisis resolution.
- Conducts recreational and social activities with consumers, as assigned.
- Assists in meal preparation for the Specialized Residential Unit consumers.
- Participates in regular staff training to develop basic knowledge and skills to assist clients in crisis resolution.
- Maintains proper condition, cleanliness and safety of the Specialized Residential Unit II, and responds appropriately to emergency situations.
- Serves as a member of the crisis intervention team.
- Responsible for completing all activities and assignments necessary to maintain the general safety of building equipment and grounds.
- Drywall, plumbing, electrical and mechanical repairs.
- Repair equipment as needed.
- Assist Maintenance Team with projects as needed.
- Adheres to all policies, laws, regulations and codes of ethics and confidentiality as outlined by federal and state laws, and agency policies and procedures.

QUALIFICATIONS:

- Ability read, write and verbally communicate with effectiveness.
- Must have a valid Pennsylvania Driver's License and safe driving record.
- Must successfully obtain Criminal History Clearance from the PA State Police, Child Abuse Clearance from the PA Department of Human Services and FBI Fingerprint Clearance.
- Must not be excluded from participation in Medicare, Medicaid or any other federal health care program.
- Ability to safely operate a Passenger Van.
- Ability to assist and/or lift clients weighing up to 150 pounds, as may be required.
- Ability to understand and follow supervisory direction.
- Ability to work split shifts and flexibility to move to various center locations, when program needs dictate.
- Mechanical or maintenance skills required.
- Ability to complete minor/major interior and exterior labor intensive projects.
- Ability to climb and work on ladder, bend, stoop or crawl.

QUALIFIED INDIVIDUALS MUST SUBMIT A LETTER OF INTEREST TO THE SOUTHWESTERN PENNSYLVANIA HUMAN SERVICES, INC., OFFICE OF HUMAN RESOURCES, 300 CHAMBER PLAZA, CHARLEROI, PA 15022-1607, ATTENTION: POSTING #1832-NO LATER THAN FEBRUARY 9, 2018.

EQUAL OPPORTUNITY EMPLOYER