

THE CARE CENTER, INC.

JOB VACANCY NOTICE

POSITION: Residential Maintenance Assistant
Residential

PAY GRADE: 4

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

ESSENTIAL FUNCTIONS:

- Responsible for completing all activities and assignments necessary to maintain the general repair and safety of buildings, equipment and grounds.
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- Minor drywall repairs
- Makes plumbing, electrical and mechanical repairs.
- Repairs equipment as needed.
- Paints room, hallways, and other areas as needed.
- Assist Maintenance Team with projects as needed.
- Maintains inventory of supplies including receipt.
- Transport and supervise residents to various appointments and community activities.
- 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:

- Possess mechanical or maintenance skills;
- Ability to observe and identify potential problems and notify supervisor.
- Ability to complete minor/major interior and exterior labor intensive projects such as dry wall, painting, etc.
- Experience using and operating various tools and equipment;
- Available to work varied hours.
- 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 observe and identify potential problems and take preventive measures appropriately.
- Ability to climb and work on a ladder.
- Ability to lift and carry materials/tools weighing up to 75lbs.
- Ability to bend, stoop, crawl and work in awkward positions and places for extended periods of time.

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 #1838.

EQUAL OPPORTUNITY EMPLOYER