

The CARE Center, Inc.

**JOB VACANCY NOTICE**

**POSITION:** Community Associate (Multiple, Part-time)  
Galleton Commons

**PAY GRADE:** 4

**WAGE:** \$10.35/hr. (as a minimum)

**ESSENTIAL FUNCTIONS:**

- Maintains the general safety, security of residents at Galleton Commons and aids residents with the implementation of their individualized housing support service plans.
- As a member of the housing support team, provides hands-on support and assistance to Galleton Commons residents as identified in their individualized housing support service plans.
- Conducts recreational and social activities for the residents.
- May assist in meal preparation for the Galleton Commons residents.
- Provides transportation to medical appointments as necessary.
- Participates in regular staff meetings and trainings to support proper job performance.
- Provides crisis support as needed to the residents at Galleton Commons.
- Maintains overall cleanliness of Galleton Commons grounds and reports any repair needs to the supervisor.
- Reports to supervisor any resident needs that would affect their current individualized housing support service plan.
- Maintains proper documentation of all assistance and support provided to each residents as identified by their individual housing support service plan.
- Adheres to all policies, laws, regulations and codes of ethics and confidentiality as outlined by federal and state laws, and agency policies and procedure.

**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.

**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 #1867.**

**EQUAL OPPORTUNITY EMPLOYER**