

Job Description Home Care Aide

Puffin Island LLC is interested in hiring individuals who are caring and compassionate and dedicated to helping others. Become part of a team of professionals who make a difference in the lives of the adults with developmental disabilities. (Work site is in Bellingham.)

Position: Home Care Aide

Employee Status: Full-time (40 hrs) or Part-time (under 40 hours)

Starting Wage: \$minimum-\$16.00, depending on experience

Training Wage: \$minimum

Job Summary: Responsible for assisting clients to meet their daily personal care needs by providing one-on-one instruction, support and advocacy in a variety of settings in the home and community. **Extensive paid training and on the job support provided in order for staff to provide the following:**

Essential Job Functions (include, but not limited to):

- Provide daily personal care consistent with client's individualized plan
- Support the client in completing Activities of Daily Living (ADL's – dressing, bathing, meals etc.) as independently as possible
- Actively engage with client to provide emotional support, behavior modeling and general companionship
- Support client's living environment through meal preparation, housekeeping and laundry
- Maintain thorough knowledge of clients' needs, goals and care plan, making sure they are being met
- Ensure the safety of each client with appropriate supervision at all times; immediately report any safety issues (accidents, falls, suspected abuse, neglect, etc.)
- Accurately document the implementation of client's individualized care plan using agency software
- Maintain confidentiality of client's information and records in accordance with state regulations

Critical Skills:

- Patient, kind and caring
- Strong moral character with excellent communication skills
- Dependable, motivated and self-directed

Mandatory Requirements:

- Satisfactory State of Washington/FBI Criminal Background Check
- US Citizen, or authorization to work in the US
- Valid Washington State Driver's license
- Satisfactory completion of required trainings (75 hours including 1st Aid/CPR/Bloodborne Pathogens and Continuing Education)

Application Instructions:

E-mail your resume and 3 professional references to: WorkHelpOthers@gmail.com

Puffin Island LLC is an affirmative action and equal opportunity employer. All qualified applications will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, protected veteran or disabled status or genetic information.

I have read and understand this job description.

Signature

Date

