



Administrative Office
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Catholic Charities of the Diocese of Santa Rosa, a non-profit and the largest human services provider in the North Bay, serves the most vulnerable regardless of their religious, social, or economic background. We challenge poverty, counsel immigrants, and care for our seniors by supporting the dignity and independence of all we serve. We support, educate, create opportunities, ensure the well-being of our staff, and engage community leaders in the betterment of those most in need.

JOB ANNOUNCEMENT: Care Partner, Shaw Center for Memory Care

Position Summary

The part-time, non-exempt, \$14.25 per hour, Care Partner develops relationships with program participants in the Shaw Center for Memory Care day program by learning their life stories, assisting in day to day activities by supporting and encouraging program participants with dignity and respect.

The Care Partner will ensure that all participants are treated as unique individuals with individualized needs, and to ensure that all participants are treated with dignity and respect at all times, in return receiving the highest quality of care through the delivery of a person directed plan of care.

Essential Functions

- Responsible for the overall well-being of each participant through the implementation and facilitation of meaningful, social, emotional, spiritual, physical and intellectual programming.
- Assist participants with incontinence to include: toileting, changing, and personal hygiene.
- Assist participants with ambulation, which includes reminding and supporting independence, and transferring when needed.
- Assist and encourage participants to eat and take sufficient fluids and healthy snacks, and remaining on site during meal time to assist participants.
- Observes and reports participant behavior and overall condition changes.
- Participates and or leads leisure activities based on emotional, physical, intellectual and social needs of individuals and group.
- Assists and reminds participants to participate in activities of interest

- Assists with tasks associated with participant meals, including setting tables, cleaning up, taking out trash, etc. Assist with room set-up and clean-up.
- Inform supervisor of suspected physical abuse of elders, as required by law, and work with supervisor to make a report to Adult Protective Services.
- Communicate individual client issues to family members at end of day; complete daily notes in participants' charts regarding their participation in the program.
- Be thoroughly familiar with the policies and procedures guiding the work of this position in particular and the program or department overall. Perform job functions in line with these policies and procedures.
- Participate in training required by accreditation standards, plus performance and quality improvement efforts. Attend all department meetings.
- Participate in care planning for ongoing work with participants.

NOTE: Catholic Charities considers this position to be a mandated reporter of elder abuse.

Other Responsibilities

- Perform other related duties as assigned.

Agency Culture

The business and social environment we operate in has changed. What worked yesterday may not work today and will likely not work tomorrow. To thrive, we must incorporate new ways of thinking and embrace new practices. As part of our individual and agency cultural change process, it is critical that all employees of Catholic Charities aspire to the following:

- *A commitment to the agency's mission, vision, and values;*
- *A commitment to excellence in everything we do;*
- *A commitment to accreditation as well as performance and quality improvement;*
- *A commitment to outcomes and measured results;*
- *A commitment to innovation and to what is possible.*

Education, Experience, and Skills Required

- California Nursing Assistant (CNA) certificate preferred.
- Twelve months related experience may substitute for the CNA Certificate.
- One year's experience working with persons with dementia required.
- Six months to one year's experience in working in adult day care, or in a facility serving persons with dementia preferred.

- Bilingual Preferred
- Demonstrated aptitude for working with caregivers, seniors, disabled, and/or demented individuals.
- Food Handler (certified) or able to obtain certification within 6 months.
- Certified in C.P.R. and First Aid (or willing to obtain); must pass fingerprinting and TB test prior to start of employment.
- Knowledge of proper assistance with wheel chairs, walkers, canes, gait belts and participant transfers.
- Cooperative, friendly, and helpful attitude with clients and co-workers. Ability to work closely with other employees and volunteers to ensure positive, constructive environment within the program or department, and throughout the agency.
- Ability to thrive in a flexible, fast-paced and growth-oriented environment, while maintaining a sense of humor and a positive, solution-oriented approach.
- Passion and enthusiasm for the mission of CCDSR and its clients.
- Ability to work independently and in a team setting.

Physical Requirements

- Requires ability to sit, walk, stand, bend, pull, push, grasp and squat.
- Occasionally (up to 3 hours/day) required to lift and transfer clients from a sitting position to standing or another sitting location.
- Occasionally may be required to carry items up to 10 pounds for distances up to 500 feet.

Equal Employment Opportunity – M/F/D/V

Visit www.srcharities.org for an application.

We look forward to receiving your completed application resume and cover letter.

Open until filled.