

# Olympic Neighbors

## Care-partner Job Description

Do you enjoy a dynamic work environment that focuses on empowering people to be able to pursue their goals in life? If so, we would like you to join our team.

Olympic Neighbors is a local non-profit dedicated to providing assisted living for people with developmental disabilities within Jefferson County that is client focused and promotes independence and community connection. We are seeking care-partners who understand the complexities of living with developmental disabilities and who are caring, kind, creative, and have attention to detail. Care-partners will be responsible for: assisting residents with their daily routines; collaborating with family members, community professionals, and other staff; and creating a safe, nurturing, and structured environment for residents.

### Essential Job Functions

- Know each resident and family member by taking the time to get to know them.
- Adhere to all Washington Administrative Code Laws.
- Engage residents and connect with them in a genuine, compassionate, and memorable way.
- Provide support for all aspects of residents' daily needs that are reflected in the residents' care plan.
- Assist the Resident Manager with scheduling and coordination of activities and appointments for residents.
- Collaborate with the Hamilton House team to ensure all needs of residents are met as reflected in their negotiated care plan.
- Assist with meal planning and preparation.
- Maintain documentation in client files/medication logs.
- Report concerns and changes in resident status to resident care manager/entity representative.
- Provide assistance with resident medication in the method assessed to be the best process for that resident.
- Assist with maintaining the home such that it reflects a clean, safe and inviting environment.
- Maintain confidentiality.

### Additional Duties:

- Provide end of shift report to incoming staff.
- Assist with building relationships in the community to enhance experiences for residents.
- Maintaining current knowledge regarding Department of Social and Health Service regulations and implementing clinical activities in accordance with these regulations.
- Assist in updating residents' care plans.
- Contribute to list of facility and client supply list on weekly basis.

- Serve as advocate for client.
- Facilitate punctual and safe transportation to appointments (jobs, volunteer activities, medical appointments, etc.).
- Performs other related duties as assigned or required.
- Maintain 12 hours per year continuing education.

**Qualifications:**

- Current CPR/First Aid within one month of employment.
- Current food handlers permit within one month of employment.
- 2 step TB test
- 2 hour orientation to Adult Family Home care.
- 3 hour safety training.
- 70 hours core basic training and Developmental Disability population training within 4 months of employment.
- Must be a Nursing Assistant Registered, a Certified Nursing Assistant or Certified Home Care Aide.
- Nurse Delegation training within 3 months of hire.
- Knowledge of caregiving and infectious disease control practices.
- Experience working with people with developmental disabilities.
- By employment date, TB test (two step process).
- Satisfactory result from criminal background check/fingerprints.
- Physically able to perform job functions.
- Current driver's license and positive driving record.
- Auto insurance.

**The ideal candidate will possess the following desired attributes:**

- Creativity, flexibility, patience and compassion as core strengths.
- A sense of humor, ability to work well with others, and be open to learning.
- Passion for best practices, collaboration, and innovation.
- Excellent communication skills.
- Shares Olympic Neighbors values of inclusion, and self-actualization.
- Experience and passion for working with people of all abilities.
- Integrity and professionalism.
- Organizational and planning skills.
- Ability to lead Olympic Neighbors' Hamilton House in compliance with Washington State Regulatory Code for Adult Family Homes.

**Please send resume to [rafferty@olympen.com](mailto:rafferty@olympen.com) or call (360) 344-2190 to set up an interview/tour.**