

The CARE Center, INC.

JOB VACANCY NOTICE

POSITION: Mobile Housing Support Assistant
Mobile Housing Support Team

PAY GRADE: 8

WAGE: \$11.55 (as a minimum)

ESSENTIAL FUNCTIONS:

- Visits client's residences daily to aid clients with the implementing of Service Plan and program activities.
- Provides hands-on assistance to program participants to aid in completion of contracted services (including, but not limited to housekeeping, meal prep, grocery shopping, money management, and community access).
- Develops recreational and social activities with residents, in conjunction with Individual Service Plans.
- Participates in regular staff training to develop basic knowledge and skills necessary to assist clients.
- Maintains proper condition, cleanliness and safety of program participant residences, and responds appropriately to emergency situations.
- 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:

- Associate Degree in Human Services or two years experience as a RPW or an equivalent combination of skills, experience and education may be considered, at the discretion of the Agency.
- 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 and Child Abuse Clearance from the PA Department of Public Welfare.
- Must not be excluded from participation in Medicare, Medicaid or any other federal health care program.
- Ability to safely operate a 16 Passenger Van.
- Ability to assist and/or lift clients weighing up to 160 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#17190.

EQUAL OPPORTUNITY EMPLOYER