

## JOB VACANCY ANNOUNCEMENT

Opening Date:	January 9, 2017	Closing Date:	Until Filled
Position:	<b><u>Elder Care Specialist</u></b>	Reports to:	Assisted Living Director
Salary/Wage:	Grade E; \$22.69 - \$24.55/HR	Department:	Assisted Living
Hours:	On-Call hours available; All shifts; Varies based on schedule	Location:	Assisted Living

### **Brief Summary:**

As a member of the person centered team, the Elder Care Specialist supports elders in meeting their life goals as directed by the elder receiving support. The Elder Care Specialist explores and develops community inclusion opportunities and assists elders in participating in those activities. The Elder Care Specialist is responsible to the person receiving support, their team and the agency. The Elder Care Specialist maintains loyalty to the organization, its beliefs, values, mission, vision and expectations and to the recipients of services.

### **Qualifications:**

**To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

### **Education:**

Must be at least 18 years of age with a high school diploma or a G.E.D.

Must maintain strict patient confidentiality and adhere to the standards for behavioral health recordkeeping and HIPAA requirements, **REQUIRED**.

### **Desired Knowledge, Skills and Abilities:**

- Experience working with elders who experience development disabilities or as a nurse's aide preferred
- Possess a valid Alaska driver's license and the ability to safely operate agency vehicles when needed.
- Ability to lift 50 pounds from a squat and kneel position on the floor.
- Ability to follow oral and written instructions, meet deadlines, follow schedules and work independently with minimal supervision.
- Ability to communicate effectively in both written and oral form and maintain a positive attitude with persons receiving support, parents/ guardians, other staff and professionals, and the public.
- Ability to perform job duties with an emphasis on accident prevention.
- Ability to handle emergency situations in a calm and professional manner.
- Ability to complete all required state, agency and team training at the time of employment and annually thereafter.
- Ability to maintain confidentiality of records and information, and to perform assignments with integrity and discretion.
- Ability to effectively advocate for individual interests while dealing with agency personnel, other human service agencies, and other community organization/members.
- Ability to exercise patience, understanding, flexibility, people first philosophy, and demonstrate concerns for each individual's health, confidentiality, safety, development and enjoyment of life.
- Ability to obtain a tuberculin clearance at time of employment and annually thereafter.

Contact: Human Resources Department, Arctic Slope Native Association, Ltd. PO Box 29 \* Barrow, AK 99723 \* 907.852.9204 \* FAX 907.852.6217

*This vacancy announcement has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.*

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ARCTIC SLOPE NATIVE ASSOCIATION

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Arctic Slope Native Association, Ltd. exercises its rights in Native Hire Preference, Contracting/Subcontracting and Employment Practices applicable by law.