



CASCADE COUNTY

Job Vacancy Announcement

Submit all application materials to:
Cascade County Human Resources Department
325 2nd Ave N #108
Great Falls, MT 59401

Applications available at the Cascade County Human Resources Dept., www.cascadecountymt.gov or Job Service.

Position: **Caregiver Provider**
Schedule: **Full-time with Benefits**
Department: **Aging Services**

Salary: **\$15.00 per hour**
Closing Date: **Open Until Filled**
Dept. Administrator: **Kim Thiel-Schaaf**

Education/Experience/Training:

- High School Diploma, HSE or a GED is required.
- Certified Nursing Assistant Registration, preferred but not required.

Certifications:

- *Valid Driver's License issued by the State of Montana.*
- *Current CPR and First Aid Certification preferred, but not required.*
- *Current State of Montana Certified Nursing Assistant, preferred but not required.*

JOB SUMMARY

The Caregiver Provider (Provider) at the Cascade County Aging Services Department (Aging Services) provides intermittent and monitoring services to clients in order to provide a break (respite) for primary family and other caregivers during respite or working with clients who require assistance with housekeeping and chores in order to stay independent. The Provider is responsible for light housekeeping, cleaning, running errands, laundry while providing Homemaker services, and may have personal assistant duties while doing respite depending on the needs of the client. The Provider also engages clients in activities like reading, talking, going for a walk and playing a game. The Provider primarily works within the clients' residence but may provide services in another setting on a case-by-case basis, and performs other related duties as assigned or required.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

Follows the plan of care determined by the Client Services Division Manager in conjunction with the primary family member or other caregiver; Supports Aging Services mission and philosophy and fully participates in achieving the Agency goals and objectives including, but not limited to, being available to work occasional evening and/or weekend events; Is present and attentive to the client's needs; Completes work in a timely manner and meets established timelines and/or deadlines; Responsive to and follows protocols in case of emergency situations; Provides specific services based on the plan of care which may include housekeeping, cleaning, cooking, running errands, laundry as well as other care items dictated by the client; May consult with the client's family to address concerns about client's health nutrition and well-being; May provide transportation and errand services for clients; Reports to the Client Services Division Manager when there are changes in the client's care needs or circumstances; Maintains records of hours and daily log for in home services and all other necessary documentation required; Maintains a safe environment within the care setting; Maintains client privacy; Provides written reports, evaluations and correspondence as needed or required; Maintains a respectful and supportive working relationship with other employees, management, clients, family members, businesses, medical professionals and the general public; Provides excellent customer service skills; Attendance at work is an essential function of this position; Responsible for cash handling and proper receipting; Performs other related duties as required or assigned.

Knowledge and understanding of:

Cleaning duties which includes operation of vacuum, broom, mop, laundry machines, iron and dishwasher; Operating a motor vehicle safely; Confidentiality policies, rules, standards and principles; Safety and security procedures; County and Aging Services policies, procedures, standards and guidelines; Personal Care and Safety standards and principles when working with impaired and/or at-risk individuals, including but not limited to, appropriate transfers and body mechanics, safely de-escalating clients, proper sanitation and hygiene practices; Proper protocols for emergency situations, including providing CPR or First Aid, if needed.

Skills in:

Assessing client needs; Organization and time management; Nursing Assistant; Excellent interpersonal communication both oral and written; Observation and reporting.

Ability to:

Possess and maintain an understanding and caring attitude toward older persons; Practice good public relations in support of Aging Services and its functions; Work independently and as a member of a team; Work collaboratively with management and co-workers; Interact with the public and other employees in a professional, respectful and courteous manner; Work with individuals of diverse cultures respecting their

heritage and traditions; Speak clearly and persuasively in positive or negative situations; Read and interpret written information; Practice excellent time management and organizational skills; Adhere to HIPAA standards for protection of health information and adhere to strict standards of confidentiality; Follow verbal and written instructions; Observe established lines of authority; Observe work hours and demonstrate punctuality; Identify problems that adversely affect the organization and its functions and offer positive suggestions for improvements; Interact with the public or other employees in a professional, respectful and courteous manner; Report changes in client's behavior and/or demeanor to keep supervisor or family or caregiver fully informed; Exercise sound judgment and decision-making skills within established standards, policies and procedures; Accept responsibility and be self-motivated; Safely drive in all types of weather conditions; Accurately and appropriately handle cash.

The successful applicant shall serve a 6-month probationary period and will have a criminal background check conducted. The results thereof may disqualify the applicant from consideration for employment with the County.

Notice to Applicants: Applicants who are claiming Veteran's or Handicap Preference must provide a DD-214 Discharge Document (Part 4) or DPHHS Handicap Certification and Employment Preference Form with their application for employment so Cascade County may apply the preference during the selection process.

Cascade County makes reasonable accommodations for any known disability that may interfere with the applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For Cascade County to consider such arrangements, the applicants must make known any needed accommodations.

CASCADE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER