Immediate Opening
Personal Care
Homemaker/CNA
Per Diem

Posting Date: Updated 06/16/2020

Agency Description:
Hearth, Inc. is a non-profit organization dedicated to the elimination of homelessness among the elderly population of Greater Boston and beyond. Hearth is unique in its development and operation of permanent, service enriched housing with services specifically designed to support formerly homeless elders to age with dignity. In addition, Hearth’s Outreach team provides housing placement, case management, and advocacy for elders who are homeless or at high risk of homelessness. www.hearth-home.org

If you are looking to work for an organization where you can truly make a difference, Hearth is the place for you! If you want to improve the lives of formerly homeless adults and help them to maintain permanent housing, join our team. Learn how your talents can help us achieve our mission so many elders have a place to call home.

Diversity and Inclusion
Hearth believes in Elder Equity. Aging is a part of living. Every human has the right to a safe place to call home. Hearth is committed to ending elder homelessness through welcoming and inclusive services. This begins with a board and workforce that celebrates and honors differences. Elder homelessness is a tough issue that will only be ended by a response all of us believe in and respond to. Aging and Homelessness do not discriminate, and neither does Hearth.

Position Overview
The Personal Care Homemaker/CNA (PCHM/CNA) will assist formerly homeless elderly men and women with personal care and provide light household services. The PCHM/CNA will communicate to the team any pertinent information about client.

Reports to:
Program Nurse
General Responsibilities:
The PCHM/CNA works in accordance to the written approved service plan for each client in a professional, respectful, and confidential manner.

Specific Areas of Responsibility:
- Gives or assists with personal care services as outlined in service plan.
- Provides household services.
- Observes records and reports pertinent information to team regarding tenants.
- Promotes and encourages independence.
- Records in daily personal care log
- Communicates to Program Nursing staff any noticeable/questionable changes or concerns with clients physical or mental status

Other
Participates as a regular member of the program site team and attends any required trainings and/or meetings.
Performs other duties as necessary in the maintenance of quality care at the site.

Required skills and abilities
- Must be able to read and understand English.
- Constantly able to communicate specific and general concepts verbally, by phone or in person, using varying levels of vocabulary.
- Constantly able to lead, organize, and delegate tasks on a program level.
- Ability to work with individuals and families from diverse ethnic, cultural and social backgrounds.
- Frequently able to remember multiple tasks/assignments given to self and others during varied periods of time.

Qualifications and Requirements
- Certificate of Completion of 60 hour personal care attendant/homemaker training, including training of universal precautions and infection control, as required by the Executive Office of Elder Affairs (EOEA).
- Minimum of 1 year working with elderly, nursing home settings, or group home
- CPR certified (must be current)
Personal Attributes
High level of integrity and dependability.
Strong sense of urgency and has results orientation.

Other Information
The above statements are intended to describe the nature and level of work performed. They are not intended to be construed as an exhaustive list of all duties required or personnel so classified. Employees may be assigned to other duties as required.

Hours/Schedule
Per diem – to cover any open shift as they come available or to cover scheduled vacations and days off. Ruggles Assisted Living provides PCHM/CNA services to its residential clients 7 days/week, 24 hours/day. Shifts are: 7am-3pm, 3pm-11pm, and 11pm-7am

Salary
$15.00 per hour

Application Process
This job opening is listed on Indeed.com. You may apply directly through indeed or send an email and letter of interest to:

Rhonda Pieroni, Human Resource Manager via email at rpieroni@hearth-home.org

Hearth is an Equal Employment Opportunity Employer