

## **Calm Harbor Adult Care Worker**

Reports to: Calm Harbor Director

Program: Calm Harbor

Classification: Part-time, nights/weekends

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### **Job Summary:**

The Adult Care Worker is responsible for implementing the post-crisis case plan objectives and strategies for each resident in a manner consistent with standards of care established by State and Federal regulations and the policies and procedures of Elevate, Inc..

### **Essential Functions:**

1. Program related
  - a. The Adult Care Worker position is responsible for creating a calm, post-crisis, recuperative milieu, and providing direct resident/staff interaction to modify past resident behavior and develop improved lifestyle changes. As such, the Adult Care Worker is an empathetic and influential intervener in the patterns of resident behavior that may produce mental illness symptomatology.
    1. Provides residents with support and direction to develop healthy life skills.
      - a. Enforces the rules and policies and procedures of the community residential service.
      - b. Provides guidance to residents struggling to make adjustments; recognizes resident problems with sleep, concentration, fatigue.
      - c. Supports resident sense of well-being, worth, and social interaction.
    2. Participates in team staffing and case management activities; assures team consistency in addressing case issues.
    3. Assumes responsibility to develop resident independent living skills
      - a. Teaches and monitors resident's personal hygiene.
      - b. Teaches and monitors cleaning and laundry activities.
      - c. Monitors and develops healthy dietary and nutritional habits.
    4. Supports educational, cultural and recreational activities.
      - a. Encourages resident participation in scheduled activities.
      - b. Develops resident interest and pleasure in social interaction.
    5. Promotes healthy, post-discharge, day-to-day employment and leisure activities.
  - b. Manages daily meal program established within the facility.
    1. Organizes, prepares, and serves established meal program.
    2. Encourages residents to participate in safe, meal-related chores.
  - c. Supervises approved medication distribution program.
2. Additional responsibilities
  - a. Other activities as may be directed by the Program Director.

**Qualifications:**

1. Minimum of a Bachelor's Degree in psychology, social work, criminal justice or similar degree preferred.
2. Experience in residential settings, adult care, and/or mental health or alcohol and other drug abuse treatment services is preferred:
3. Excellent communication and organizational skills;
4. Strong interpersonal skills and persuasiveness;
5. Knowledge of mental health diagnosis and treatment, cognitive psychotherapy, and/or psychopharmacology is helpful;
6. Knowledge of patient rights and privacy laws is helpful.

The mission and philosophy of Elevate requires this position to perform in both a professional and personable manner. The manner in which the employee relates to fellow employees, clients, and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each client, visitor and fellow employee is a requisite of successful job performance. In addition, strict client confidentiality must be maintained.

*Updated March 2017*