

**Job Title:** Care Partner – Adult Day Program  
**Status:** Full-time or Part-time / Non-exempt  
**Reports to:** Program Manager  
**Hourly Pay:** \$17.00 - \$17.25 (up to 36 hrs. per week)

## Job Objectives

A Care Partner is a person who helps an individual with a disability to lead a self-directed life and contribute to the community, assists with activities of daily living if needed, and encourages attitudes and behaviors that enhance community inclusion. The Care Partner provides this by working with individuals' one-on-one, in a virtual setting, and/or meeting them out in the community each day and assuring their safety and that they are learning and progressing to the best of their ability. This work will be performed at the facility located in Lakewood, CO and out in the community while adhering to all safety restrictions and guidelines.

## Essential Duties and Responsibilities:

### Daily Programming

- May require providing transportation to and from activities with a company vehicle
- A Care Partner assists in the implementation of individual plans for individuals and behavioral plan goals
- Assists individuals in the pursuit of recreational, social, and community activities based on their preferences and individual plans
- Assists in the creation of daily activity choices for the participants
- Assists and encourages individuals in the establishment of social networks
- Promotes participation and involvement in community outings
- A Care Partner works all assigned schedules, including but not limited to, arriving, and departing on time, requesting time-off in advance, and notifying their supervisor of changes to their assigned work schedule
- Ensures each individuals' rights are protected
- A Care Partner treats all individuals with dignity and respect

### Activities of Daily Living

- Reminds individuals to take their medication as assigned, or if QMAP certified, administrators
- Observes individuals for any changes in behavior or health that may have resulted from medication administration
- Assists and encourages individuals to care for immediate personal needs such as toileting, washing their hands, and eating

## Documentation

- Documents all program data, including but not limited to individual plan data, behavior plan data, community integration logs, and assessments
- A Direct Support Professional ensures that all documentation is completed accurately and in a timely manner
- Completes communication logbooks during shift, Mon-Fri, 36 hrs. per week

*These essential duties/ responsibilities are not intended to be an exhaustive list of all duties, responsibilities or qualification associated with the job*

## Training

- Completes and maintains all required State mandated trainings such as QMAP, CPR/1<sup>st</sup> Aid, Behavioral Principles and Strategies, and all State Developmental Disability Administration trainings within 90 days of employment
- Attends meetings and training sessions as required

## Qualifications

- 2-3 years' experience working with individuals with developmental disabilities
- Top-notch organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- Excellent interpersonal skills and the ability to build relationships with all levels of people, including staff members and external partners
- Emotional maturity
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of customer/client service and response
- Must be comfortable and able to work with different technology tools i.e., computer, iPhone, and set-up and conduct Zoom calls
- A valid Colorado driver's license and reliable transportation required
- Must be able to pass all Colorado and Federal background checks
- Willing and able to work both in a virtual and one-on-one setting
- Ability and willingness to communicate effectively in written and verbal formats

## Benefits Offered:

Our employees are our most valuable asset. That's why at Easterseals Colorado we are committed to a comprehensive employee benefit program that for employees working 30+ hours per week includes medical, dental, vision, flexible spending and health savings accounts, retirement plan, employee assistance program, paid holidays, and paid time off

## Physical Requirements of This Position:

Medium work. Exerting up to 50 pounds of force on a consistent basis, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Twisting, bending, and lifting will occur throughout the day.

M/F/D/V/G EOE E-verify Employer