

Job Title: Care Partner – Wings Day Program
Status: Part-time / Non-exempt
Reports to: Program Manager
Location: 1327 W Eisenhower Blvd, Loveland, CO
Hourly Pay: \$17.00 - \$17.15

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 Loveland, CO and out in the community while adhering to all safety restrictions and guidelines. We are seeking someone who can commit to Mondays and Wednesdays and then one other day within the week.

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
- 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 Care Partner ensures that all documentation is completed accurately and in a timely manner

- Completes communication logbooks during each shift

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

Qualifications

- Minimum of 1 year experience working with individuals with developmental disabilities preferred
- High school diploma or GED required
- A valid Colorado driver's license and reliable transportation required
- 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, set-up and conduct Zoom calls
- Must be able to pass all State and Federal background checks along with an MVR
- 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:

This part-time position would not qualify for healthcare benefits; however, would qualify for coverage under workman's compensation insurance and after 1,000 hours and 12 months, would be eligible to participate in the company's 401(k) plan.

Work Environment and Physical Demands:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is moderate. The employee must occasionally lift and/or move up to 50 pounds. While performing the duties of this Job, the employee is regularly required to sit.