



Institute on Aging

Make a Difference in Someone's Life & Turn Your Compassion into Action!

Enrich the lives of seniors in the Bay Area!

The non-profit Institute on Aging has served our Bay Area community for over two decades, providing innovative and compassionate care and services to enable older or disabled adults to remain living in their homes and enjoying a high quality of life.

We are seeking a **Healthworker**. Under the direction and supervision of the Homecare Manager, the Healthworker provides direct services to frail elders in their homes..

ESSENTIAL JOB FUNCTIONS (include but not limited to):

- As part of a health care team, provides personal care and assistance in people's place of residence, which will maintain and increase the ability of an older person to live safely and comfortably in their own homes. Tasks may include: homemaker service, assisting participants with personal care (colostomy care, bathing, peri-care, care of mouth, skin and hair) and assisting participants with eating; helping in and out of bed in the center; assistance in toileting (including use of bedpan); and assisting with ambulation. Other tasks including participant laundry, shopping, taking vital signs and collection of urine, sputum, etc.
- Escorts and assist clients to, from and at medical appointments
- Provides behavioral/emotional supervision or support to participants, such as reality orientation or reminders to follow through on nursing/medical care and diet restrictions
- Other duties may include assisting in the centers or clinics; assistance with meal preparation, including special diets and set up for meals at the center or to take home
- Under supervision of professional staff, may be assigned to assist with special program/participant needs (i.e. recreation program, rehab/maintenance exercise program, and internal program committees)
- Responsible for keeping areas of patient care clean and safe when participants are on site or in their homes
- Regularly reports on status and progress of participants Homecare Manager or Scheduler
- Fulfills other administrative requirements of the job such as reporting, keeping statistical records, making entries in charts using computerized system, attending staff conferences and meetings as directed
- May participate in the training and orientation of HWs, volunteers, etc.
- Actively participates in and encourages actions that promote good public relations with participants, their families and friends, visitors and the community
- Working for a program that provides services seven days a week, is required to work a flexible schedule
- All other reasonably related jobs as assigned including the ability to work on some days on the weekend

EDUCATION:

Training and current certification as a Home Health Aide in the State of California, or equivalent experience in lieu of certificate.

BACKGROUND & EXPERIENCE:

- Sincere interest in working with frail elders
- Ability to work as part of an interdisciplinary team with initiative, imagination, resourcefulness and flexibility
- Knowledge of the community served
- Language capability - Spanish, Russian and Chinese preferred
- Interest and willingness to work in a multilingual, multicultural environment

COMPENSATION:

- Competitive salary & EXCELLENT benefits
- Choice of three (3) medical plans plus dental and vision
- Flexible spending account
- Life insurance
- Vacation
- Personal days
- Sick time
- Paid holidays
- 403(b) retirement plan
- Pension plan
- Annual Holiday Party

TO APPLY:

Send a covering letter and resume, positively demonstrating your ability in relation to this position, referring to your previous academic, professional, voluntary and personal experience to jobs@ioaging.org. Please state the position title in the subject line and indicate from which website or source you learned about this position.

Alternately, you may send your application to Institute on Aging, 3330 Geary Blvd., 2nd Floor West, San Francisco, CA 94118, to the attention of Human Resources or fax your application to 415-750-4179.

<http://www.ioaging.org>

Institute on Aging is an Equal Opportunity Employer.