



POSITION ANNOUNCEMENT

IHSS Attendant - Supporting a Woman with Intellectual Disabilities

Serra Center's Supported Living Services provides livings skills support and training to individuals with intellectual disabilities whom reside in their own home or apartment, in the community of their choice.

We are assisting a lovely woman who receives services in our supported living program, with seeking candidates to be a part of her 24-hour support and care team. The individual lives in Oakland near Piedmont Avenue, where services are provided.

The qualified candidate will become an employee of **Alameda County In-Home Supportive Services (IHSS)**, which requires registration with IHSS and passing the required DOJ back-ground clearance.

DUTIES AND RESPONSIBILITIES :

- Provide livings skills instruction and attendant care as defined by IHSS and Serra Center's Individual Support Plan (ISP), with the purpose of maintaining and/or enhancing independent functioning in the community.
- Instruct and/or assist individual with managing health and medical needs, including but not limited to medication administration and treatments as designated or prescribed. Accompany to routine medical appointments/needs, as required/assigned.
- In accordance with Title 17 Regulations, provide on going monitoring, tracking and analysis of individual's progress via required documentation as assigned.
- Participate in the ID Team process and assist with developing a person-centered support plan.
- Coordinate with other team members/co-workers to facilitate client care needs.
- Act as a liaison between the individual served and the Regional Center, Housing Authority, Social Security, Medi-Cal, family members, community resources, job placement agencies, and others as required/assigned.
- Act as an advocate for the individual served and comply with Mandated Reporter regulations.
- Attend client related meetings, as required.
- Attend trainings and staff meetings, as required.
- Perform duties and responsibilities in accordance with the client's IHSS need and supported living Individual Support Plan.
- Other duties as assigned by client and supervising supported living agency.

REQUIREMENTS :

- Prior experience as a care provider and/or working with the developmental disabled population is preferred.
- Proficient communication skills; a good listener and patience is imperative.
- Strong analytical and problem solving skills.
- Ability to multi-task and prioritize. Organization is a must.
- Ability to work independently and within a team.
- Valid CA Driver's License and reliable transportation preferred.
- Department of Justice (DOJ) clearance, fingerprinting, pre-employment Physical & TB.
- Willingness to provide compassionate care to the developmental disabled population.



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OPEN POSITIONS :

Days/hours can be combined based on applicants availability.

DAY HOURS

Monday: 6:00pm-9:00pm

Tuesday: 6:00pm-9:00pm

Thursday: 4:00pm-9:00pm

Friday: 3:00pm-9:00pm

Saturday: 8:00am-8:00pm

Sunday: 9:00am-9:00pm

SLEEP HOURS (a portion of hours are awake; a portion is *paid* sleep time)

Sunday: 9pm-9am

Saturday: 8pm-9am

APPLICANTS:

Please state positions you are interested in when applying!

TO APPLY:

Submit resume to: humanresources@serracenter.org