



Join our Team:

Are you wanting a sense of greater purpose in your life and gain lasting relationships while growing professionally? Hawaii Island Adult Care, Inc. (HIAC) founded in 1976 is the premier and largest Adult Day Care in the State of Hawaii, with space available to serve 105 participants. We are the sole Adult Day Care facility on Hawaii Island with a current enrollment of 70 participants and the daily average attendance of 44. A growing non-profit with currently 25 employees who serve in all departments. Employees of HIAC enjoy an excellent benefit package including medical, generous paid time off, leadership training, tuition assistance to further their career. EVERYDAY-Celebrate Life is our motto and vision for how we as an organization function and operate. HIAC takes pride in being a workplace that enable its employees to do meaningful work and empowers each member of its staff to reach their highest potential. If you are looking to be part of a dynamic team that is working to push forward a compelling mission, HIAC invites you to consider joining our growing organization by applying for the available position:

Position Title: Care Partner I (Activity Leader)

About Hawaii Island Adult Care, Inc:

Hawaii Island Adult Care Inc (HIAC) is the leading and only non-residential adult day care on Hawaii Island. It has been our mission to care for kupuna and caregivers since 1976 and we invite you to be a part of fun, hardworking and dynamic team. Six days a week and on most holidays, HIAC provides a beautiful and safe environment for adults who need some level of daytime supervision – a day time home away from home. This second home is an adult day care for those wanting days filled with friendship, conversation, laughter, inquiry and new experiences, as well as assistance with daily living tasks like going to the bathroom, eating, bathing, grooming etc. Our program is designed to build up confidence and ability in order to maintain an independent lifestyle. Many who attend come to us with Alzheimer’s disease or another forms of dementia.

HIAC provides meals, meaningful activities and general supervision based on a social (vs. medical or institutional) model of care. For participants who would otherwise stay at home alone, social stimulation and recreational activities can improve or maintain physical, emotional and cognitive function. HIAC provides transportation, personal care services, as well as caregiver support. We hold a monthly support group and respite day for caregivers. Respite care enables caregivers to work or have a break from caregiving responsibilities. Respite Day allows caregivers time away



from caregiving to get engaged in an art, food, movement or other activity.

Employees of HIAC enjoy an excellent benefit package including medical, generous paid time off, leadership training, tuition assistance to further their career.

Job Description:

Overview:

The Care Partner I is a person-centered compassionate caregiver who directly supports participants in: recreation, table activities, arts and crafts, music, community outings, exercise and educational enrichment. Works cooperatively with Program Director to provide interesting and stimulating program activities that are appropriate for most participants.

Responsibilities and Duties:

Direct Participant Care

- Knowledge and competency to access, interpret and care for participants in the age group of 60+.
- Interacts with participants in a respectful, age-appropriate, and culturally-appropriate manner by honoring participant preferences and requests, in conjunction with behavior plans and care information.
- Supports participants with ADLs (Activities of Daily Living) and personal care.
- Reports all possible cases of illness to Nurse/Floor Supervisor and provides assistance to participants while at the center.
- Ensures the safety of each participant by monitoring activities, maintaining a sanitary, clutter-free environment, and participating in safety training and emergency drills.
- Reports suspected abuse, neglect and exploitation of participants immediately per program and agency policies and procedures.
- Keeps supervisory staff informed on participants' progress and concerns.
- Keeps anecdotal notes and writes monthly progress reports on assigned participants.
- Employs assistive equipment and practices throughout the day when transporting, lifting, and working with participants.
- Maintains program areas, supplies, and ensuring equipment is clean/disinfected stocked/replenished, and in good working order daily.
- Stays abreast of emergency procedures and/or updates for each program scenario to ensure awareness of protocols in the event of an emergency.
- Demonstrates cultural competency in working with people of all ethnicities.



- Demonstrates flexibility in response to change in: projects, tasks, timelines, focus, deadlines and daily routine, etc.
- Participates and engages in assigned professional development, meetings and training.
- Performs other related duties as assigned by Supervisor, Life Enrichment Coordinator, Program Director, or Administrative Office.

Adult Day Care Systems

- Basic technical proficiency and communication skills to use and support participant electronic health records in our participant database.
- Working knowledge of standard Microsoft Office software applications including email.

Requirements and Qualifications:

- High school diploma or GED required. Additional education and/or experience in a college or university setting is preferred.
- CPR/First aid certification (available upon hire).
- 2 step TB clearance and recent physical examination (available upon hire).
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- Excellent interpersonal skills and commitment to collaborative teamwork.
- Strong verbal and written communication skills.
- Strong detail orientation and demonstrated organizational skills.
- Ability to work independently and as a team player.
- Ability to work with confidential information.
- Working knowledge of Microsoft Office or Google Apps products and ability to learn other programs with training.
- Demonstrated flexibility in response to change in tasks, focus, projects, deadlines, etc.
- Ability to work simultaneously with diverse ethnic groups.

Benefits and pay range:

- Daily breakfast and lunch provided
- Closed Sundays
- Medical Insurance
- Temporary Disability Insurance
- Workers Compensation
- Life Insurance
- Tuition Assistance



- Paid holidays
- Paid vacation
- Birthday Holiday
- Sick Leave
- Bereavement Leave
- Maternity Leave
- Military Leave
- Jury/Witness duty
- Pay: \$12.00 and above

Physical Requirements:

- Maintaining physical condition is necessary for light lifting and carrying up to 25lbs to be done as needed.
- Must be able to operate general office equipment and work at a desk as well as physically able to stand and/or be actively involved with clients 6-8 hours per day.
- Physically able to assist participants in wheelchairs and walkers; able to assist unstable participants at all times particularly during fire drills and other safety and emergency incidents.
- Must be able to move tables and chairs as needed.
- Must be able to perform the duties of this position, with or without reasonable accommodation, in accordance with the law.

Expected hours of work:

Part or full-time position to include a Saturday rotation and most holidays (30+hours/week). All HIAC employees have Sunday off.

Additional Information:

All qualified applicants will receive consideration for employment and will not be discriminated against on the basis of race, color, religion, sex, sexual orientation, gender identification, national origin, age, disability, or protected veteran status.

Application Instructions:

Interested applicants should submit a cover letter and resume for consideration. Review of applications will begin immediately.

Employee: _____ Executive Director: _____

Signature: _____ Signature: _____

Date: _____ Date: _____