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## Opening: *Upbeat Caregiver, Adult Residential Facility*

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**Location:** Lynwood, CA

**Pay:** \$1,733/Month

**Hours:** TBD

**Minimum Requirements:** High School diploma or its equivalent; experience providing care for the adult residential facility residents is desirable; the ability to work and make decisions independently within scope of responsibility and facility policies and procedures; the ability to obtain/receive a Criminal Record Clearance from the US DOJ and FBI prior to presence in the facility; a physical examination at start of employment including a TB test that is no older than 6 months; First Aid certification; the ability to speak, read, and write the English language; the ability to lift 50 pounds; minimum 18 years of age or older.

**Who are we?** HPC is one of Southern California's top providers of program management and assistance to disadvantaged people re-entering the workforce. We market positive, punishment-free, motivation-enhancing counseling and advice. Services certified and funded through a wide range of key organizations including the Social Security Administration, the U.S Department of Labor, and the California Department of Corrections. We provide excellent employee opportunities for continued career development and are an equal opportunity employer. Find out more about how the success of our clients is our most important product by going to [www.HPCemployment.org](http://www.HPCemployment.org).

**The position:** The ideal applicant will provide evidence of (1) providing overall care and supervision to include but not limited to: assisting in all activities of daily living, medications, laundry services and changing in bedding at least weekly or more often as needed; (2) preparing meals (when required); (3) facility cleaning as per cleaning schedule (when required); (4) assisting in planned activities; (5) documenting on resident activities in daily living log; (6) incident reporting and documenting; (7) providing services in compliance with regulatory requirements; (8) communicating with families; (9) performing all tasks required to operate the facility in the event that one or more of the positions are not present or the person occupying that position is unable to perform that task this is to include but not limited to: providing primary care for and supervising the residents, preparing and serving all meals, doing housekeeping and general cleaning (i.e. dusting all surfaces, vacuuming all carpeted floors, cleaning all bathrooms and wet mopping all hardwood and tile floors), taking care of all laundry needs of the residents and facility, assisting with physician prescribed medication, assisting with bathing and providing entertainment or psychological relief for the residents; (10) completing other duties as assigned by administrator and/or supervisor. The Caregiver will report directly to the Administrator.

**To apply:** Please submit your resume stating your desired salary and an employment application to the Human Resources Department at [resume@hpcemployment.org](mailto:resume@hpcemployment.org) or fax to (310) 756-1562. An application can be obtained from our website at [www.hpcemployment.org](http://www.hpcemployment.org). Please call (310) 756-1560 to confirm the fax was received.