

Dannelisse LHCSA
POSITION
DESCRIPTIONS

POSITION SUMMARY: Home Health Aide (HHA) / Personal Care Aide (PCA)

Wages: Starting HHA / PCA \$15 per hour

POSITION SUMMARY:

A Home Health Aide is an individual who provides personal care, home management and other related home health supportive services in order to assist the individual to continue living in their home environment when there are disruptions due to illness, disability, social disadvantage or other problems in the home. The Home Health Aide is under the direct supervision of the licensed nurse.

QUALIFICATIONS:

1. Holds a valid NYS PCA/HHA Certificate
2. Compassionate and dedicate to promoting healthy lifestyle choices
3. Valid work permit or ability to be employed in the US
4. Ability to pass a drug test and background check
5. Must have a medical examination within the past year.
6. Bilingual a plus: Spanish, Russian, Korean, Ukrainian, Italian, Mandarin, Cantonese

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JOB POSITION SUMMARY: Homemakers

Wages: Starting \$15 per hour

POSITION SUMMARY:

A homemaker is an individual who provides personal care, home management and other related home health supportive services in order to assist families with children to continue living in their home environment when there are disruptions due to illness, disability, social disadvantage or other problems in the home.

QUALIFICATIONS:

1. Holds a valid NYS PCA/HHHA Certificate
2. Must be willing to work with children.
3. Compassionate and dedicate to promoting healthy lifestyle choices
4. Valid work permit or ability to be employed in the US
5. Ability to pass a drug test and background check
6. Must have a medical examination within the past year.
7. Bilingual a plus: Spanish, Bengali, Arabic, African Dialects

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Job Position Summary: HM Case Coordinator

Supervises: Homemakers

Salary Range: \$40K- \$45K

Essential Duties and Job-Related Functions Summary:

- Completes assessments and implements an overall comprehensive care plan for each child and family, consistent with the needs of the family team and the plan.
- Facilitates and coordinates family supporting meetings or conferences.
- Identifies potential problems and crisis areas, prioritizes according to seriousness and create an effective and well specified safety plan in conjunction with the family and all team members.
- Collaborate with family, clinical team members, county workers, external providers, and natural supplies for case conceptualization, assessment, and client centered goals.
- Conducts home visits to observe, assess, and engage client and family in goal directed services.
- Assess and adhere to mandated legal and ethical guidelines such as abuse and neglect of children in keeping with Mandated reporting regulations.
- Educate and support families and their formal/informal support in accessing available community resources utilizing appropriate internal and external resources.

Qualifications:

- A minimum of a Bachelor's degree in Social Work or related field
- Minimum of two year's social service-related experience
- Knowledge of community resources
- Knowledge and experience in various social issues and high-risk populations
- Possess excellent oral and written skills
- Ability to work on a computer
- Bilingual a plus

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JOB POSITION SUMMARY: Health Home Care Coordinator

Salary Range: \$37K- \$44K

ESSENTIAL DUTIES AND JOB-RELATED FUNCTIONS:

- Conduct face to face assessments to assess medical and social needs
- Develops and implements care plans and goals with a person-centered focus
- Outreach, engage, and enroll the clients into the program to ensure their stability in the community.
- Identify individuals appropriate for Health Home services and facilitate their enrollment process into the program.
- Display professional skills to coordinate and maintain contact with all service providers and support systems including but not limited to psychiatrists, therapists, state and local hospitals, community residences, court systems, family members, primary care providers, MICA programs, and educational/vocational service providers.
- Advocate and monitor for appropriate service delivery, including helping individuals make and keep appointments, escorting individuals to appointments as necessary, and assisting recipients in arranging needed mental and physical health and psychiatric rehabilitation services while adhering to the client's rights.
- Provide culturally competent services
- Assists with seeking affordable and appropriate housing
- Increase the utilization to preventive care
- Educate and assist clients on accessing medical and subspecialty care

Qualifications:

- A minimum of a bachelor's degree in Social Work or related field
- Minimum of two year's social service-related experience
- Knowledge of community resources
- Knowledge and experience in various social issues and high-risk populations
- Possess excellent oral and written skills
- Ability to work on a computer
- Bilingual a plus

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JOB POSITION SUMMARY: Health Home Client Navigator

Salary Range: \$29K- \$34K

POSTION SUMMARY AND JOB- RELATED DUTIES:

- Works closely with the client to implement the goals identified during the intake, assessment, and reassessment process.
- Gathers information to complete assessments and reassessments
- Participates in case conferences with other providers, conduct home visits, maintains contact with the patient's extended family and informal support networks for coordination of care
- Accompanies patients to/from medical appointments
- Assists patients to obtain entitlements and other services.
- Support the Care Coordinator and other team members in implementing the individualized care plan.
- Serves as an essential link between patients and all other care providers.
- Assists with charting and assures that all paperwork is uploaded in the EHR.
- Facilitates appointments for consults and support services within established service standards, including social workers, physician, etc.
- Maintains contact with patients throughout the care continuum, including inpatient admissions, and collaborate with inpatient care management

Qualifications:

- An Associate's degree in Social Service or related field preferred with minimum of two years' experience or
- High School Diploma or GED and 3 years of relevant experience.
- Knowledge of community resources
- Knowledge and experience in various social issues and high-risk populations
- Possess excellent oral and written skills
- Ability to work on a computer
- Bilingual a plus

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JOB POSTION SUMMARY: (NHTD) Service Coordinator

Salary Range: \$37K- \$44K

Seeking NHTD Service Coordinator for the NYC Region.

ESSENTIAL DUTIES AND JOB-RELATED FUNCTIONS:

- ✓ Conducts home visits to observe, assess, and engage participants in goal directed services.
- ✓ Develop Individualized Service Plans with participants
- ✓ Assist the waiver participant in implementing the plan, as well as reviewing its effectiveness.
- ✓ Support and encourage the participant to increase his/her ability to problem-solve, be in control of life situations, and be independent.
- ✓ Coordinate all service delivery within the program structure
- ✓ Ensure the safety and well-being of participants in the community
- ✓ Facilitate the relocation of participants return to the community from long term care facilities
- ✓ Assist with locating affordable and appropriate housing
- ✓ Provides culturally aware and sensitive services
- ✓ Educate and support participants and their formal/informal support in accessing available community resources utilizing appropriate internal and external resources.
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Qualifications for an SC:

- A. Be an individual with a Bachelor's degree and two (2) years' experience working with individuals with disabilities and/or seniors and knowledge about community resources; or
- B. Be an individual with a High School Diploma with three (3) years' experience working with individuals with disabilities and/or seniors and knowledge about community resources;
- C. Bilingual a plus
- D. Possess excellent oral and written skills
- E. Ability to work on a computer
- F. Must provide own transportation

JOB POSITION SUMMARY: Registered Nurse (RN) / School Teacher Certified/License, for the State of New York PCA/HHA Certifications

Rates: Negotiable

QUALIFICATIONS:

- ✓ Current RN license to practice in the State of New-York
- ✓ Current Permanent or temporary Certificate/license PCA/HHA teacher (BPSS)
- ✓ At least 2 years' experience in PCA/HHA teaching or related practice
- ✓ Proficient in the language being taught.

JOB DESCRIPTION:

1. Work under the supervision/collaboration of the School Director for general orientation, problem solving, necessary assistance
2. Provide teaching according to course curriculum, assigned textbooks, exam, grading etc...
3. Maintain School policy based on BPSS regulations. With the addition of the strict observance of CDC/ DOH recommendations/guidelines prevention of COVID-19.
4. Provide instructions, support, encouragement as needed, to all students equally with no distinction.
5. Administer exams based on covered topics/ grade fairly.
6. Promote discipline, communication, punctuality, mutual respect in classroom. Encourage class participation.
7. Keep students informed of teaching schedule; Encourage preparation of subject.
8. Demonstrate professionalism, understanding, be firm, however, be receptive and courteous.
9. Use practice room for necessary teaching with adequate supervision.
10. Observe schedules and deadlines. Feel free to discuss own teaching method with the school director.