



## **Job Announcement: In-Home Supports Professionals**

Community Access Services (CAS) is seeking talented, self-directed, passionate, and highly creative people to join our **In-Home Supports** program. We are looking to fill part time and full time positions in Multnomah, Washington, Clackamas, Columbia and Clatsop counties. These positions will be supporting adults with intellectual/developmental disabilities who live on their own, or live with their parents or family in the community.

**We are seeking qualified people to fill full and part time positions on weekends, evenings (after 6 pm), early mornings, occasional overnight relief care, and willing to drive more than 30 miles occasionally. This position requires that you have access to your own, reliable vehicle for the duration of your shift to transport individuals (we reimburse for mileage).**

*Some examples of In-Home Supports services requested by individuals working with us are:*

- Support with planning and participating in a community activity/organized event
- Getting ready for work/school with bathing/shower, dressing, personal hygiene, toileting, making nutritious meals
- Transportation in the community to places like work, school, or shopping
- Assistance with seeking low income housing or finding volunteer opportunities with community organizations
- Supports with reading, writing, or Sign Language interpreting during a formal/informal meeting
- Assist with medical appointments understanding physicians/nurses; managing medications and medical protocols
- Help with finding and meeting new people that share the person's interest and values
- Researching and/or learning Assistive Technology devices/software
- Monthly budgeting assistance reviewing bills, writing checks, or online banking
- Learning effective ways to manage a home with housekeeping, laundry, purchase supplies, general maintenance, etc
- Support with First Aid and/or handling of emergencies as needed

*We are looking for people that have the following knowledge, characteristics and abilities:*

- Able to work alone and manage services with multiple people in a service area
- Have their own, reliable transportation and able to navigate Portland metro and surrounding areas
- Willing to work a flexible work schedule that may vary from time to time
- Knowledgeable with community resources (i.e. housing, medical, social benefits, etc.)
- Experience working with people living with intellectual/developmental disabilities and mental health
- Willing to work early mornings, nights, and/or weekends, and sometimes holidays
- Great sense of humor, loves challenges, passionate about quality services, person centered, high attention to detail, and creative
- Fluent in American Sign Language, Spanish, or Russian is preferred



Community Access Services  
1815 NW 169<sup>th</sup> Place, #1060  
Beaverton, OR 97006

**Minimum Requirements:**

- Must be at least 18 years of age
- Must be able to qualify as a company driver (Licensed at least 2 years with no more than 3 driving infractions in a 3 year period)
- Must be able to lift up to 50 pounds and comfortably transfer an adult (we will provide training)
- Must have at least one year of experience providing direct support or caregiving to a person with a disability
- Must be able to pass a pre-employment drug screen (we do not screen for marijuana)
- Must be able to pass a criminal background check (conducted by the State of Oregon DHS—more information about disqualifying crimes can be found here: (<http://www.oregon.gov/dhs/chc/docs/crimelist.xls>))

**Compensation:** Hourly wage starting at \$13.75 plus benefits for those working at least 30 hours a week.

**To apply:**

Please submit a completed application to Community Access Services, Attn: Crystal Gordham. An application and more information on how to apply can be found here: <http://communityaccessservices.org/careers/>.

If you are unable to print out the application, please let us know and we can mail you one.

**Questions?** Please contact Crystal Gordham: [Crystal@cas-dd.org](mailto:Crystal@cas-dd.org) or (503) 936-7481.

**Benefit Package (Available to those working 30+ hours per week):**

- Medical/Dental/Prescription Drug Insurance
- Short/Long Term Disability & Life Insurance
- Voluntary Term Life
- TDA/Pension Plan
- Flex Spending Account (Medical/Child Care Options)
- Paid Leave (PTO) includes 6 recognized holidays and anniversary day
- Referral Bonuses
- Employee Assistance Program (EAP)
- Paid Training and Mileage