



POSITION AVAILABLE  
**CCRC Respite Staff**  
**(Starting Salary: \$13.00 - \$15.50/hour DOE)**

**POSITION TITLE:** CCRC Respite Staff

**FLSA STATUS:** Non-Exempt

**REPORTS TO:** Supervisor of Residential Services

**JOB PURPOSE:** Provides supportive services to consumers in a therapeutic residential setting as well as participants of the Clallam County Respite Center (CCRC) in compliance with all applicable Washington Laws, the established program objectives, and treatment goals of each individual being served.

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**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Provides observation, intervention, and stabilization of program participants at CCRC and Arlene Engle House (AEH)
- Coordinates with DMHPs, Primary Clinicians, Medical Providers, and other members of program participant's treatment team to ensure that care is consistent with individual treatment goals and discharge planning is in process throughout the participant's stay.
- Provides oversight of medication self-administration including documentation on the MAR and ensuring proper storage of medications in coordination with CCRC staff as needed.
- Participates in Admission and Discharge processes for program participants.
- Provides education, support, and referral services to assist program participants in meeting their treatment goals.
- Provides encouragement to follow through with tasks and activities, and provides individual attention and active listening as needed.
- Communicates accurately and efficiently with outside care providers including pharmacies, Emergency Department staff, laboratory services, and Primary Care Teams.
- Participates in the preparation of meals and housekeeping duties to ensure the facility remains a safe and healthy environment.

- Complies with relevant portions of the Washington State Administrative Code (WAC).
- In addition to the above, any other responsibilities appropriate to the position and not specifically listed in the job description.
- Maintains familiarity with and handles client information in accordance with Federal Regulations (42 CFR, Part 2), the Revised Code of Washington (RCW 71.05.390 and RCW 71.24), and other applicable laws pertaining to confidentiality of client and staff information.
- Maintains physical security of confidential materials and assigned agency property.

**SECONDARY DUTIES AND RESPONSIBILITIES:**

- Demonstrates proficiency in utilization of the Agency's electronic medical record system.
- Participates in relevant in-service and professional training in accordance with PBH policies and as directed by Supervisor.
- Consistently maintains high standards of professional conduct in performance of job duties and in interpersonal interactions; presents self and the Agency in a positive and professional manner.
- Maintains confidentiality of the Agency and Client information.
- Transports clients using Agency vehicles as needed.
- Performs other tasks as assigned by Supervisor.

**PERFORMANCE EXPECTATIONS:**

- Completes all documentation by the end of the shift per program standards.
- Abides with attendance, punctuality, and professionalism expectations.
- Must be able to remain calm under pressure.
- Must be able to work with a diverse population.
- Must be able to work with residents in an interactive, effective role.
- Maintains and ensures the reliability, accuracy, and timely transmission of core data, according to WAC, SBHO, and Agency requirements.

**REQUIRED EDUCATION, LICENSE(S), CERTIFICATION, AND EXPERIENCE:**

**Education:** High School Diploma or GED.

**Experience:** Experience in providing direct services to individuals with mental illness, developmental disabilities, or substance abuse.

**Licensure:** Agency Affiliated Counselor Registration.

**Other:** Reliable, insured transportation. Possess and maintain valid driver's license with an acceptable motor vehicle report.

**PREFERRED ADDITIONAL CREDENTIALS/EXPERIENCE:**

**Licensure:** Additionally the following are required within 30 days of employment: valid Washington State Food and Beverage Service Worker's Permit, Driver's License, First Aid, CPR, and HIV/AIDS training courses.

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

### **Essential:**

- Ability to communicate effectively orally and in writing.
- Ability to communicate and work with individuals from diverse backgrounds.
- Ability to work effectively with program participants displaying a wide range of challenging behaviors.
- Knowledge and skills necessary to provide care to and assess the needs of adults and older adults.
- Ability to remain calm during stressful situations.
- Ability to multi-task.
- Ability to accept interruption.
- Ability to analyze variable information, recognizes anomalies, and reaches accurate decisions.
- Ability to use common office machines.
- Able to prioritize, organize, and meet deadlines with minimal supervision.
- Good oral and written communications skills.
- Able to provide and receive constructive and well-directed instruction.
- Knowledge of personal computers, Windows, word processing, and other applicable software.

## **NATURE AND SCOPE:**

### **Physical Demands:**

- Must be able to lift and carry 35 pound load a distance of 50 feet.
- Frequent standing and walking throughout the facility.
- Occasionally lifts supplies and equipment.
- Maintains Standard Precautions and uses barriers (gloves, masks, aprons, goggles) appropriately in all potential exposures to body fluids or infectious waste.
- Must be able to sweep, mop, clean bathrooms, and engage in other housekeeping tasks.

### **Cognitive Skills:**

- Ability to manage crises effectively.
- Strong verbal and written communication skills.
- Ability to learn and utilize the Agency's Electronic Medical Record.
- Willingness to work as a team member.
- Ability to work independently and be a self-starter.
- Working knowledge of the administration of medications.

### **Working Environment:**

- Varies: a 6 bed respite program and a 19 bed Residential program.
- May be exposed to infections and contagious diseases.
- Occasionally exposed to patients exhibiting assaultive behaviors.

### **Working Demands:**

- Frequent pressure due to schedule demands.
- Contact with patients under a wide variety of circumstances.

- Subject to varying and unpredictable situations.
- Handles emergency or crisis situations.
- May be subject to irregular work hours.

**Principal Challenges:**

- Working in a dynamic environment with a diverse population of participants with mental health needs.
- Ensuring the safety of program participants and staff at all times.
- Ability to respond quickly and calmly in emergency situations.

**Closing Date**

- Open until filled

**To apply, forward resume and cover letter to:**

Amanda Hill, Human Resources Specialist  
Peninsula Behavioral Health  
118 E. 8<sup>th</sup> Street  
Port Angeles, WA 98362

Or,

[employment@peninsulabehavioral.org](mailto:employment@peninsulabehavioral.org)

or apply at [www.peninsulabehavioral.org](http://www.peninsulabehavioral.org)

(Equal Opportunity Employer)

**NOTICE**

The above job announcement is meant to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required for the position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills, and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Job requirements may be subject to possible modification to reasonably accommodate individuals with disabilities.