



POSITION AVAILABLE  
**CCRC Respite Staff**  
**(Starting Salary: \$12.00 - \$16.92/hour DOE)**

- POSITION TITLE:** CCRC Respite Staff
- FLSA STATUS:** Non-Exempt
- REPORTS TO:** Supervisor of Crisis Intervention Services (CIS)
- JOB PURPOSE:** The CCRC Respite Staff provides support services to participants of the Clallam County Respite Center 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 in crisis.
- 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 the proper storage of medication in coordination with Respite MA/CAN staff as needed.
- Participates in Admission and Discharge processes of 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.

- 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 Performance Improvement meetings and/or projects as assigned.
- 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 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.

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

**Education:** Minimum High School Diploma/GED.

**Licensure:** Licensed as an Agency Affiliated Counselor.  
 Certified in Adult CPR/First Aid.  
 Washington State Food Worker Permit.

**Experience:** One (1) year experience in a clinical setting with limited exceptions.

**PREFERRED ADDITIONAL CREDENTIALS/EXPERIENCE:**

**Experience:** Experience working with individuals with mental health needs.

**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 type accurately and utilize computer 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:**

- Works in a 6 bed respite 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.