



POSITION AVAILABLE  
(Starting Salary: \$13.00 - \$15.50/hour DOE)

**POSITION TITLE:** Arlene Engel Home Residential Aide

**FLSA STATUS:** Non-Exempt

**REPORTS TO:** Residential Services Supervisor

**JOB PURPOSE:** Provides support services to consumers in a therapeutic residential milieu in accordance with established program objectives and the treatment goals of each individual being served.

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**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Provides for shelter and safety needs of residents.
- Stores, administers, and documents administration of medications to residents in accordance with Agency's policies and procedures, applicable laws, and regulations governing such activities.
- Prepares and/or supervises preparation of meals.
- Encourages compliance with house expectations.
- Assists consumers to see that adequate supplies are on-hand (e.g., cleaning agents, paper products).
- Provides reports, keeps attendance and other documentation, as needed using Profiler system.
- Attends residential staff meetings as directed by Arlene Engel Home Supervisor and other Agency staff meetings and trainings, as required.
- Serves as a resource person to initiate activities and provides individual attention, as needed.
- Takes an active role in client hygiene, as necessary.
- Complies with relevant portions of WAC 388-78A and WAC 275-57.
- Maintains building and grounds, as assigned.
- Assists with group outings while monitoring safety needs and encouraging participation.
- Transports clients, using Agency vehicles, as necessary.
- 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:**

- 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.
- Participates in and contributes to the Agency's efforts toward *Continuous Quality Improvement*.
- Performs other tasks, as assigned by Supervisor.

**PERFORMANCE EXPECTATIONS:**

- Must be able to work with residents in an interactive, effective role.
- 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:** High school diploma (or G.E.D.). Additionally, the following are required within 30 days of employment: valid Washington State Food and Beverage Service Worker's Permit and driver's license with proof of insurance and safe driving record; unexpired certificates of completion of approved First Aid, CPR, and HIV/AIDS training courses.

**Licensure:** Agency Affiliated Counselor

**Experience:** Experience in providing direct services to individuals with mental illness, developmental disabilities, or substance abuse; or experience as caregiver within a nursing home or home healthcare situation.

**PREFERRED ADDITIONAL CREDENTIALS / EXPERIENCE:**

**Experience:** Must be dedicated to improving the lives of individual who have a mental illness.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Essential:**

- An ability to communicate and work effectively with individuals from diverse backgrounds.
- Must be able to remain calm during stressful situations.
- Ability to work effectively with clients displaying a wide range of challenging behaviors.

- Must be able to type and know basic computer skills.

**NATURE AND SCOPE:**

**Physical Demands:**

- Must be able to lift and carry 35-pound load distance of 50 feet.

**Cognitive Skills:**

- Must be able to communicate well with a diverse population.

**Working Environment:**

- 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

**Principal Challenges:**

- Working with a diverse population.
- Able 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.