



## **JOB OPPORTUNITY**

**Job Title:** Caregiver (PCA / CNA / Medtech)  
**Reports To:** Nursing Services Manager or designee  
**Job Location:** Seattle, WA  
**Hours/Schedule:** Full Time

## **工作機會**

**職位：**護理員 (家居護理員/護士助理)  
**上級：**護士經理或者其他指定直屬上司  
**地理位置：**華盛頓州西雅圖市  
**職務：**全職

## **JOB DESCRIPTION**

This position is responsible for providing personal care and household assistance to the elderly in two supportive housing facilities: Kin On Assisted Living Facility and Kin On Adult Family Home.

## **工作簡介**

這個工作的職責包括向健安耆老生活輔助中心/成人家庭護理中心的住戶提供個人護理和生活上的協助。

## **ROLE AND RESPONSIBILITIES**

- Provide personal care assistance (PCA) plan services according to the resident's PCA Care Plan
- Assist residents with personal care, which may include assistance with transfers, ambulation, eating, bathing, toileting, dressing, personal hygiene, meal preparation, light housecleaning
- Perform household services essential to the residents safety and care including; laundry, meal preparations, housekeeping, transportation and shopping
- Perform only the task defined in the personal care plan for the resident and observes, documents and reports any changes in the resident condition. May assist with medications as indicated in the PCA care plan
- Report to the Nursing Services Manager or designee any changes in the residents' mental or physical condition as well as changes in the residents' need for care
- Follow Assisted Living and / or Adult Family Home policies and procedures
- Respect the rights of residents, families, or resident's representatives to have different beliefs, opinions, cultures and customs
- Attend orientation and in-service training as required
- maintain a professional attitude in the residence
- Acts as backup to other for vacation and emergency coverage. Duties in this role include assisting with meal service including serving food, cutting foods, opening packages, clearing dishes, scraping plates, and transporting soiled dishes to kitchen
- Perform other duties as required

## 工作職責

- 護工要根據住戶的護理計劃提供個人護理服務
- 護工向住戶提供以下個人護理包括走路、移動、吃飯、洗澡、行廁、穿衣、維持個人衛生、做家務。
- 護工要提供基本的家居服務包括洗衣、膳食準備、家政、外出和購物
- 護工必須要按照住戶的護理計劃進行護理。護工有責任觀察，記錄和及時匯報住戶的各種情況。在有需要的情况下，護工也要協助住戶吃藥。
- 當住戶的精神和身體情況發生變化，還有住戶需要不同的護理服務的時候，護工有責任馬上向護士經理或直屬上司報告情況
- 護工需要遵循健全耆老生活輔助中心/成人家庭護理中心的條例制度
- 護工要尊重住戶及其家人或者合法監護人的權利、信仰、見解、文化和傳統
- 在被要求的情况下，護工有義務參加各種培訓
- 護工要維持專業的態度
- 在必要的情况下，護工會承擔其他一些餐飲服務責任，包括幫忙準備飯菜、清理餐廳、洗碗、接收包裹等等
- 按需要履行其他職責

## QUALIFICATIONS, KNOWLEDGE AND SKILLS

- Ability to communicate in English, Cantonese, Mandarin, Toishanese, Taiwanese and/or Vietnamese
- Must have a Food Handler Permit and Washington State Caregiver License upon hire or obtain during orientation. Food Handler Permit and Washington State Caregiver License must remain current during employment
- Must complete the state's training according to the required schedule
- Knowledge of WAC laws for Assisted Living Facility and Adult Family Home preferred
- Able to pass a background check through DSHS, WSP and fingerprinting
- Ability to work independently and in a team
- Demonstrate, lead, and inspire excellent customer service to our residents
- Ability to work under pressure and constant interruptions
- Ability to function as a team leader in sharing responsibility for the provision of resident services in cooperation with all other members of the team
- Maintain professional working relationships with all associates, vendors, residents, including their families
- Demonstrate good judgment, problem solving and decision making skills

## 任職資格、知識和技能

- 候選人可以講下列的一種或多種語言：英語、粵語、普通話、台山話、台語、越語
- 在僱傭之際或者新人培訓期間，護工必須要有有效的華盛頓州護工資格證和食物處理資格證。在僱傭期間，護工要確保這兩個資格證在有效期內。
- 候選人要完成州政府要求的培訓
- 了解華盛頓州耆老生活輔助中心/成人家庭護理中心管理行政法規的護工會被優先考慮
- 候選人必須可以通過指紋調查，社會健康服務政府部門以及執法部門的背景調查
- 候選人要有獨立工作的能力，同時也要有團隊精神
- 理想的候選人要有能力要向我們的住戶展現健安高質量的客戶服務
- 候選人要能懂得調節壓力，並且能在緊張的環境下工作

- 在團隊工作中，候選人要能起帶頭作用，帶領團隊向住戶提供最好的護理服務
- 護工要與住戶和其他的工作人員保持良好的互動
- 候選人要具備良好的判斷和解決問題的能力還有果斷力

**TO APPLY:** Please send resume to Hiring Manager via [Careers@kinon.org](mailto:Careers@kinon.org). Only qualified individuals being considered will be contacted for an interview.

如有興趣申請此職位請將簡歷發給人事部經理 [Careers@kinon.org](mailto:Careers@kinon.org)。只有具備上述能力和符合要求的候選人才被考慮此職位。

### **ABOUT KIN ON**

Kin On is a non-profit organization rooted in the Asian community for more than 30 years. Kin On's mission is to honor, support, and advocate for our Asian elders and families in the Puget Sound region by offering culturally and linguistically appropriate health, social, and educational services. Kin On is creating an age friendly campus which includes a 24/7 skilled-nursing facility, Rehab and Care Center, Home Care Services, Family Caregiver Support, Chronic Care Management Services, and Health Living Program. In addressing the unmet needs of the community, Kin On achieves a major capital expansion to include an Assisted Living Facility and Adult Family Home.

### **關於健安**

健安是一所逾三十年歷史的非牟利護理機構，肩負為大西雅圖地區亞裔服務的使命。健安本著敬重和支持大西雅圖地區亞裔耆老與家庭之理念，竭誠為其提供符合文化及語言的醫護、社會及教育服務。健安之護理及社康服務包括一所24小時的復康及護理中心、家居照顧服務、親屬照顧者支援、慢性病管理服務、康健樂頤活動。為了滿足社區日益增長的護理需求，健安擴展全新的耆老生活輔助中心/成人家庭護理中心。

Kin On is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, gender, sexual orientation, gender identity and/or expression, creed, national origin, age, disability, genetic information, ancestry, citizenship, marital status, veteran and/or military status or any other legally protected status. No question on this application is used for the purpose of limiting or excusing any applicant's consideration for employment on a basis prohibited by local, state or federal law. Kin On participates in E-Verify.

健安是一個實行平等僱傭條例的雇主。我們平等的考察所有申請人不管以下因素：人種、膚色、宗教信仰、性別、性向、性別表象、信條、血統、年齡、殘障、基因信息、祖先、國籍、婚姻狀況、老兵還有/或者軍事地位，或者其他受法律保護的人群。這份申請表上沒有一道問題是基於上面列出來的各種因素來篩選候選人的。健安參加E-verify。