



HELP AT HOME Current Positions Available January 2018

Administrative & Field Support Coordinator

Position Summary: Provide administrative assistant support as identified for Help at Home program. Works in collaboration with other program and Agency staff to provide such supports, as needed. Performs the following duties, but not limited to: record keeping, database management, charting, payroll, scheduling, filing, and provide PCA/Homemakers or Companion support services to clients on an as needed basis. Performs other duties as assigned. **EOE**

Job Requirements: Associates Degree or Business Certification preferred, High School Diploma with at least 1-3 years of experience in an office setting and a familiarity with client recordkeeping. Strong proficiency in computer skills, including Microsoft software and experience with database entry/upkeep. Must demonstrate ability to multitask and perform clerical functions. Must have dependable transportation. Bilingual (Spanish) is a plus. Previous Home Health Aide or PCA/Homemaking and Companion experience is helpful.

Program:

109 Legion Avenue/New Haven

FT 40hrs

Schedule:

Mon-Fri

Sch. To Be Determined

Per Diem Patient Care Attendants (PCA) Live-ins/Homemakers

Position Summary: Provides personal and hygiene care to our patients. Follows the nursing care plan and reports to the primary nurse and/or the Home Health Aide Supervisor. Responsible for documenting daily visits and keeping a written report. Assists patients with meal planning, preparation and feeding. May also perform light incidental household chores as necessary. **EOE**

Job Requirements: High School Diploma. Responsible for completing yearly in services required by state law. Ability to build a good rapport with patients. Ability to handle physical workload Excellent written and verbal communication Minimum of 1 year experience in a home care setting

Programs:

New Haven, Norwich
Meriden, Milford
Waterbury

Per Diem Hours

Schedule:

To Be Determined

Please Send Your Resume

Sharon Corriveau

Director Help at Home

Email: SCorriveau@continuumhomehealth.org

Or

Fill out Application at 109 Legion Avenue with our Receptionist