

JOB DESCRIPTION

TITLE: Home Safety Specialist

HOURS: Full time (35 hours/week)

GENERAL DESCRIPTION

Under the direction of the Home Based Services Coordinator the Home Safety Specialist assesses clients to develop and execute a mutually agreed upon plan to improve home safety.

SPECIFIC DUTIES

1. Respond to client telephone, walk-in, and written requests for assistance.
2. Maintain a relationship with common referral agencies including but not limited to APS, Home Health, Fire Department. Ensure these agencies have the most up to date program information.
3. Complete Stay Put, Home Safety, and Fall Prevention Assessments to determine client's needs and desires related to home safety.
4. Evaluate the client's disaster preparedness and assist with providing current information, creating a plan, and building a go bag as needed.
5. Work with clients to create a service plan to include any or all of the following services: meal preparation, light housework, shopping for personal and household items, money management, telephone assistance, reducing fall risk, removing unwanted items, rearranging furniture to increase safety. Keep clients updated and involved in progress towards goals. Coordinate with designated contractors to complete any home modifications that were identified during the home safety assessment.
6. Complete mandated reports to Adult Protective Services as appropriate.
7. Document all interaction with clients, contractors and other service providers including but not limited to; telephone calls, emails, letters, walk-in contacts, appointments, and home visits. Document provision of information, referrals, assistance, assessments, intakes, and other services deliveries into program software in a timely manner.
8. Attend A1AA and program staff meetings and trainings, as required.
9. Maintain positive and regular communication with, and report any challenges and concerns immediately to, the Home-Based Services Coordinator.

QUALIFICATIONS

1. A four-year degree or 2 years of relevant work experience.
2. Passion for and experience with helping older adults or people with disabilities maintain a safe, healthy, and accessible living situation.
3. Professional and polite in interactions with co-workers, clients, service providers, and the public.
4. 18 years of age or older. Valid driver's license, insurance, a clean driving record.
5. Must be extremely safety conscious.
6. Ability to perform basic home maintenance and repair.

KNOWLEDGE AND ABILITIES REQUIRED

1. A thorough and current knowledge of older adult and caregiver support services, benefits, programs, and activities.
2. Sensitivity, understanding, and non-judgmental attitude towards older adults and people with disabilities who are coping with challenges and making decisions about the last years of their lives.
3. Knowledge of the aging process and its impact, dementia, physical disabilities related to aging, disease, or injury, obsessive-compulsive disorders, and community services and resources for older adults, people with disabilities and caregivers. Knowledge of resources related to the disposal of unwanted property via sale, donation, recycling, etc.
4. Ability to organize client's personal items and property quickly and efficiently while respecting their choices and following their wishes.
5. Excellent oral communication skills, including the ability to communicate with older adults and their caregivers/families.
6. Excellent planning, prioritizing and organizational skills, attention to detail, and ability to meet deadlines.
7. Ability to consistently exercise good judgment to analyze and solve problems.
8. Ability to function as a cooperative, fun and flexible team member and relate to people of diverse backgrounds.
9. Ability to work independently while adhering to Agency policies and Guidelines, and checking in when appropriate.
10. Understand role as mandated reporter of elder and dependent adult abuse.
11. Ability to make safety a priority while meeting service and client expectations.
12. Willingness to improve skills and knowledge.

PHYSICAL REQUIREMENTS:

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Physical Requirements:

- Pleasant and clearly understandable telephone voice.
- Ability to stand on your feet for 2 to 3 hours at a time.
- Ability to kneel, squat, bend, or stoop.
- Ability to independently and safely lift and move up to 40 lbs. without assistance.
- Ability to know when NOT to lift something and ask for help.
- Ability to operate computers and other equipment in the office necessary to the position.
- Sufficient mobility to travel throughout the service areas and enter client homes.

In the event of a community or agency disaster, job duties and responsibilities may change as directed by the Executive Director or other authorized agency representative. These duties would be related to assisting our client population, senior service providers, the agency, or other community organizations in disaster and recovery operations, following the agency disaster plan.