



## PACE Yourself for Something Great!

### Work with us as El Paso's Only Program of All-Inclusive Care for the Elderly

**Position Title:**

Daycare Escort

**Job Location:**

El Paso, TX

**Position Type :**

Part-Time

Non-Exempt



Our mission is to provide the frail senior the Program of All-Inclusive Care for the Elderly (PACE), a patient-centered, comprehensive healthcare delivery system in a community setting that advocates and promotes quality of life, optimum independence, dignity and choices in a nurturing environment.

Our staff are compassionate and observant professionals who strive to improve the quality of life for each of our participants.

### **BENEFITS**

Bienvivir All Inclusive Health offers the following benefits to all 30 hour part-time and full-time employees.

- ✦ **Medical Plan** We pay 100% of Employee Only coverage
- ✦ **Dental Plan** We pay 100% of Employee Only coverage for a comprehensive dental plan with \$0 out of pocket costs for preventative care.
- ✦ **Vision Plan** Provides eye exams and eye wear with a low cost co-payment.

- ✦ **Retirement Savings Plan (403b)** We provide an employer match benefit after one year of service.
- ✦ **Company Provided Life Insurance** Up to \$10,000 with the option for you to purchase additional insurance coverage.
- ✦ **Voluntary Dependent Life** You may purchase life insurance for your eligible dependents.
- ✦ **Paid Time off** we offer PTO hours to all regular full-time and part-time employees

## JOB DESCRIPTION

The Daycare Escort is responsible for accompanying participants to medical specialty appointments, overseeing the safety of the participant during appointments, and for assisting with ADLs as needed while at the appointment. When not assigned to Escort duty, the position will assist in the center adult day care as assigned by the Floor Manager.

## REQUIRED SKILLS

- ✦ Must have the ability to handle confidential data according to policy and procedure and HIPPA.
- ✦ Must have the ability to work with the elderly and participants in varying stages of dementia.
- ✦ Must possess good time management skills.
- ✦ Must have the ability to understand and follow specific instructions.
- ✦ Must have the ability to read and write English.
- ✦ Must demonstrate the ability to effectively provide personal care needed to participants attending appointments (transfers, toileting, ambulating, etc.).
- ✦ Must demonstrate ability to follow directions, document schedule information and make written adjustments to schedule on a daily basis as required.
- ✦ Must demonstrate ability to maintain written schedules.
- ✦ Must demonstrate ability to remain focused and exercise critical thinking if participant experiences medical issues during appointments.
- ✦ Hands-on experience in the care of physically or mentally disabled participants.
- ✦ Must understand participant, home environment, aging and family dynamics.

- ✦ Must understand relationships among participant, family members and escort.
- ✦ Must be flexible in adjusting to participants schedule regarding changes in their appointments.
- ✦ Must be able to discern participant's moods, needs and desires.
- ✦ Must be able to control and conduct tasks in the field environment.

## REQUIREMENTS & QUALIFICATIONS

- ✦ Must be at least 18 years of age or older.
- ✦ Must have a High School Diploma or equivalent required.
- ✦ Must be a Certified Nursing Assistant in the State of Texas preferred.
- ✦ Must have minimum one year experience caring for the frail elderly.
- ✦ Must be CPR certified and must have a current Food Handler's Card.
- ✦ Must have experience in delivering personal care.
- ✦ Bilingual preferred (English / Spanish).
- ✦ Must have reliable transportation with valid Texas Driver's License and current proof of insurance.
- ✦ Required to attend twelve hours of in-service training per year. (Monthly in-services will be provided).
- ✦ Must attend Annual Skills Fair to ensure all position competencies are current and demonstrated.
- ✦ Will maintain current all immunizations, as required by Bienvenir Human Resources and Infection Control policies.

