

POSITION DESCRIPTION

Job Title: Care Companion / Disabilities Aide

Classification: Part-time, non-exempt position. Starting at 20 hours per week, eventually growing to 32 hours per week. (The increase of hours is dependent on the timeline CE establishes for further studio reopening.)

Compensation: \$20.00 per hour

Location: 1 Arkansas Street, Studio 'E' and/or 3245 16th Street, San Francisco; and other offsite locations as needed

Reports To: Social Services Manager

ORGANIZATIONAL CONTEXT

Creativity Explored (CE) is a San Francisco nonprofit that partners with people with developmental disabilities to create an artistic, studio-based collective where the creative capacity of any person can flourish. We do this by placing the work, needs, culture, and experiences of artists with developmental disabilities at the center of the community in a way that honors humanity, respects self-agency, and nurtures creative potential.

CE is a warm, fast-paced, and fun place to work, with a long-serving multidisciplinary staff that is deeply committed to our community. A San Francisco icon, CE was voted Best Art Gallery and Best Nonprofit this year in SF Bay Guardian & 48Hills. Visit our website at creativityexplored.org to learn more.

Creativity Explored is committed to building and sustaining an equitable and inclusive work environment where diversity is celebrated and valued. BIPOC, people with disabilities, and bilingual individuals are strongly encouraged to apply.

POSITION OVERVIEW

The Social Services Associate (SSA) is responsible for supporting the physical and emotional well-being of CE artists. The SSA will use person-centered approaches, supporting CE artists based on their needs and preferences. Day-to-day, the SSA will be part of a team of caregivers who provide support to CE artists in areas such as hygiene, eating, toileting and clean-up activities.

Equally important, they will listen closely to CE artists in an effort to understand and support their larger goals and dreams, and help CE offer experiences that better meet individual and group needs and desires. As they support artists' needs and preferences daily, the SSA will help implement CE's new strategic plan by supporting the whole person within a creative community. Overall, the SSA will work closely with a team of people to ensure that CE artists are thriving as artists, and as individuals within the community at CE.

KEY RESPONSIBILITIES

- Assist artists with activities of daily living as needed, such as:
 - Toileting (assisting with undressing, wiping, etc.)
 - Eating (preparing food, feeding, preparing drinks, holding cups, etc.)

- o Moving (transferring an artist from a wheelchair to studio chair, helping with outerwear, etc.)
 - o Clean-up activities and gathering belongings (help keep the studio, kitchen and bathroom areas hygienic and well-organized)
- Coordinate and co-lead artist wellness groups as needed (examples include co-leading an artist feedback group or serving as point person for a community member leading a yoga class for artists)
- Facilitate activities related to the wellness of artists as identified (such as eating a healthy snack during break or stretching for 5 minutes)
- Play a lead role in helping CE artists meet their personal goals, through ongoing communication and record keeping
- Support CE artists in meeting their creative/professional goals, guided by Teaching Artists and studio staff
- Regularly walk throughout the studio to ensure that the physical/health needs of studio artists are being met in the safest way possible
- Help to maintain Paratransit transportation schedule for CE artists who use this service, and assist in promptly addressing issues as they arise
- As someone who will get to know the CE artists well, and hear from them often: Suggest new or additional workshops/services that CE can offer CE artists; Share ideas or new ways we can support CE artists more fully
- Meet regularly with the Social Services Manager to share updates, exchange feedback and review goals
- Maintain strong family, caregiver and staff connections to support CE artists
- Adhere to current Covid-19 practices and protocols as outlined in CE's Employee Handbook and Operations Plan

STUDIO RESPONSIBILITIES

- Maintain confidentiality with artist-related information
- Record daily attendance and email monthly document to Social Services Manager
- Engage with the public in a friendly and professional manner (in the studio and community settings)
- Maintain required agency documentation and medication records for artists according to agency standards
- Maintain ample supply of first aid, hygiene, and cleaning supplies, including running occasional errands to obtain supplies and ordering online
- Update and maintain digital support documents for artists
- Perform any other reasonably related duties as assigned by Social Services Manager

FINANCIAL RESPONSIBILITIES

- Maintain emergency cash and records for studio artists according to agency standards

SELECTION CRITERIA

- High school diploma or GED
- Good organizational and writing skills

- Excellent non-verbal and verbal communication (including deep listening) skills
- Ability to support people with developmental disabilities, with the goal of understanding their needs and preferences
- Ability to gather and track CE artist information
- Ability to work in a team-based environment and independently
- Possess basic computer skills to use or learn applications such as Google Suite, Word, and Excel
- Previous experience establishing and maintaining effective working relationships with multiple stakeholders or teams of people preferred
- Previous lived or professional experience assisting people with activities of daily living preferred
- Knowledge of Person-Centered practices and approaches preferred
- Familiarity with resources for people with developmental disabilities a plus
- Knowledge of and/or passion for Disability Justice preferred
- Interest in wellness and personal growth a plus
- Bilingual/bicultural a plus; We are particularly hoping to meet Mandarin, Cantonese, Spanish, and Tagalog speakers

ADDITIONAL PHYSICAL REQUIREMENTS

- Ability to lift up to 50 pounds
- Capability of providing physical assistance to individuals with physical disabilities (movement of wheelchair, transfer of individuals from wheelchairs to chairs, toilets, etc. and back)

TRAINING REQUIREMENTS

- Complete and maintain CPR, First Aid, OSHA certification (initial certification to be completed within 30 days of date of hire)
- Receive additional training as necessary to support artists' needs
- Participate in Creativity Explored staff professional development opportunities (such as Person-Centered Thinking training) on an ongoing basis

OTHER INFORMATION

This position is an ongoing regular, part-time position with daytime, weekday hours, and possible weekend hours on occasion. Schedule and number of hours will be determined during the hiring process.

The position is eligible to receive benefits as described in Creativity Explored's Personnel Policies, including holiday and sick leave; health, dental and vision insurance; retirement benefits with an employer match; commuter benefits; life and disability insurance and medical flex spending.

Offers are subject to satisfactory Criminal Records Clearance check and proof of negative TB test results completed within the last year.

To apply, please email the following information to jobs@creativityexplored.org

PDF format only. No calls, please.

- Cover letter stating why you are interested in the position, any previous relevant experience, and why you would be a good fit at Creativity Explored
- Resumé

For more information about Creativity Explored, please visit our website at:

www.creativityexplored.org