

POSITION DESCRIPTION

Job Title:	Care Companion / Disabilities Aide
Classification:	Part-time, non-exempt position. Starting at 27 hours per week, eventually growing to 32 hours per week, contingent on budget and scheduling.
Compensation:	\$23.00 per hour
Location:	3245 16th Street and/or 1 Arkansas 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 an equal opportunity employer committed to building and sustaining an equitable and inclusive work environment where diversity is celebrated and valued. BIPOC, people with disabilities, and bilingual/bicultural individuals are strongly encouraged to apply.

POSITION OVERVIEW

The Care Companion (CC) is responsible for supporting the physical and emotional well-being of CE artists. The CC will use person-centered approaches, supporting CE artists based on their needs and preferences. Day-to-day, the CC will be part of a team of caregivers who provide support to CE artists in areas such as hygiene, eating, toileting, clean-up activities and adaptive artmaking. Equally important, they will listen closely to CE artists in an effort to understand and support their larger goals and dreams, and collaborate with staff to help CE offer experiences that better meet individual and group needs and desires. As they support artists' needs and preferences daily, the CC will help implement CE's new strategic plan by supporting the whole person within a creative community.

Overall, the CC provides the individualized support that enables participants of varied abilities to access services, and 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)
- Apply adaptive art-making techniques, with Teaching Artist guidance, to assist artists with their art making practice
- 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 accompanying an artist on a short walk 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 and attend meetings as needed 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
- 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
- Maintain emergency cash and records for studio artists according to agency standards
- Perform any other reasonably related duties as assigned by Social Services Manager

ORGANIZATIONAL RELATIONSHIP

The Care Companion is expected to work productively in a team environment to engage with staff across the organization. They are also expected to work towards embodying the four components of CE's Staff Philosophy: Community, Creativity, Collaboration, and Compassion.

COMPLIANCE WITH POLICIES AND PROCEDURES

The Care Companion will comply with established Creativity Explored policies and practices.

SELECTION CRITERIA

- 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 computer skills to use or learn applications such as Google and Microsoft Suites
- 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 a plus
- 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

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 ADD 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