

People Services, Inc.

Job Description

Position: Personal Assistant

Service Unit: Konocti Instructional Services

Status: Part Time Position

Reports to: Program Director/Services Coordinator

General Purpose:

Under the supervision of the Program Director and/or Site Coordinator, the Personal Assistant will provide for assistance to client/consumers in meeting their basic care needs while at day program. Assistance may be provided by the Personal Assistant in the community as well as in the facility. The duties will include but not limited be to ambulation to and from classes, feeding, bathing, dressing, toileting and age/ability appropriate leisure activities as needed.

Qualifications:

- Be at least eighteen (18) years of age. (Subject to discretion of Program Director. No one under the age of 16 can be hired. Work Permits are required and the responsibility of staff ages 16-18).
- High School Diploma
- Fingerprint Clearance
- Negative results to drug testing
- Adherence to drug testing policy
- CPR – First Aid Certification
- Negative TB test
- Ability to communicate effectively with clients.
- Ability to take and follow instructions.
- Sensitivity to the special needs of clients with developmental disabilities and their families. (Including patience, initiative, emotional stability and non-judgmental attitude toward the needs of developmentally disabled individuals and their families.)

Essential Job Duties:

- Preparation and monitoring of ISP per assigned client. This includes training; coverage; daily/monthly data collection.
- Provide appropriate care to developmentally disabled individuals in a positive and professional manner; including feeding, dressing, bathing and leisure activities, or other non-medical care services.
- Ensure safety of the client while in the worker's care.
- Maintain confidentiality regarding the client and his/her family.
- Maintain high level of personal hygiene and hygiene of client during hours of care. Prevent exposure of client to communicable diseases or hazardous conditions.
- Maintain and submit accurate Program paperwork in a timely fashion.
- Attend periodic in-service training of approved curriculum.
- Maintain a professional image that promotes the program service as a valued support resource.
- Respect established lines of communication and authority; cooperate with program and other agency staff in all areas of work.
- Other duties as assigned.

Is there anything that would keep you from meeting the job duties as outlined?

Yes No

How may we accommodate you?

Signature

Date

People Services, Inc. is an equal opportunity employer. Applicants will receive consideration for employment without regard to race, ancestry, marital status, sex, gender, gender identity, gender expression, transgender status, color, religion, age, military or veteran status, national origin, medical condition, physical or mental disability, actual or perceived sexual orientation, HIV status or any other characteristic protected by law. The applicants selected for hire must provide proof of ability to work in the United States per the Immigration Reform and Control Act of 1986 and pass a drug-screening test and fingerprint clearance.