



## **JOB DESCRIPTION**

**Job Title:** Personal Care Assistant

**Department:** Adult Service

**Reports to:** Program Manager

**FLSA Status:** Non Exempt

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

- Medication distribution procedures are met and assigned distribution schedule is followed
- Assist Program Specialist to ensure medications are properly labeled, logged-in, distributed and disposed per procedures
- Appropriate health, safety, licensing and service standards are met and/or remediated. Keep Program Manager and Program Specialist informed of any potential hazards or safety concerns
- First aid is provided and documented in a timely fashion
- Be familiar with participant health care plans
- Be familiar with all participant health care precautions
- Employ universal precautions in all personal care situations
- All participant injuries are attended to appropriately and intervention documented
- Participants needing paramedic or emergency room treatment are attended to appropriately and health related information is conveyed appropriately
- With the Program Manager evaluate any participant illness and make determination if participant can remain at the program for the duration of the day
- Help develop schedule for all participations who require toileting assistance
- Train new staff in proper and safe toileting assistance including use of lift equipment. Provide refresher training for staff as needed
- Assist with eating and tube feeding as assigned
- Assist with other medication interventions as assigned
- Ensure proper utilization of lift equipment
- Promote a positive atmosphere for staff and participant growth and self-awareness
- Keep current with developments in the field of developmental disabilities
- Inform Program Specialist of new training needs
- Ensure direct and effective response to staff and participant requests and concerns

- Ensure personal availability to all participants and staff.
- Promote the general goals and philosophy of Alpha Resource Center of Santa Barbara.
- Develop and maintain a high level of staff morale and promote service-wide unity of effort
- Assume responsibility for effective on-going communication with agencies, families, care providers and participants regarding health, illness and/or injury as assigned
- Encourage participant independence
- Establish own professional goals within the priorities of Alpha Resource Center of Santa Barbara
- Complete special projects and other duties as assigned by the Program Specialist
- Regular, punctual and predictable attendance is required.
- Other duties as assigned

**SUPERVISORY RESPONSIBILITIES:** None

**HOURS OF WORK**

Work hours will be fixed per the demands of the department. Attendance at departmental meetings is expected.

**QUALIFICATIONS:**

The incumbent must be able to perform each essential duty satisfactorily. Regular attendance, punctuality and diligent work performance are expected and required. Attendance at regular department and staff meetings is expected.

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Appropriate training will be provided where necessary, and specific assistance in refreshing the incumbent in those areas where appropriate.

- Well-organized and able to respond effectively and constructively to a diversity of individuals and situations
- California Driver’s License
- Adequate Driving record
- Personal Vehicle and Insurance
- Demonstrated Competency in First-aid, CPR, Seizure management and universal precautions
- Fingerprint Clearance
- Medical Clearance and Negative for Tuberculosis

**EDUCATION and/or EXPERIENCE**

High school diploma or a combination of education and experience demonstrating ability to perform essential duties is required. Three years paid, full-time employment in human services field, preferably working directly with individuals with developmental and/or intellectual disability is desirable.

**LANGUAGE SKILLS:**

The ability to read and speak English clearly is mandatory. The ability to communicate information to other employees as well as management in a clear and concise manner is essential. Ability to speak Spanish is desirable but not mandatory.

**REASONING ABILITY**

The ability to apply common sense understanding to carry out instructions, either written, oral, or diagram form is essential. The ability to deal with problems involving several variables in standardized situation must be a proven ability. The ability to prioritize tasks and activities in a manner consistent with direction from supervisor is very important.

**PHYSICAL DEMANDS**

The incumbent is regularly required to sit, talk, and hear. The employee must be able to lift and/or move up to 35 pounds unassisted. The incumbent frequently is required to use hands to handle or feel equipment, paper, or files. The incumbent must be able to operate a computer keyboard as well as see a computer monitor display screen. The incumbent is required to stand, walk, and reach with hands and arms. Specific vision abilities required by this job include close vision.

This position requires the manual dexterity and adequate vision to read written materials, record data onto data sheets and enter data into a computer; adequate hearing and verbal communication skills to conduct interviews (in person or on the telephone) and interact with staff and others to perform duties.

**WORK ENVIRONMENT:**

The work environment would be generally described as an classroom setting with office facilities adjacent to the primary work area. The ability to move within these areas may be required in the execution of the employee's functional activities. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate and the illumination of the work area is primarily with fluorescent artificial lighting.

This position is associated with potential exposure to blood borne pathogens and communicable disease requiring the use of universal precautions at all times.