



Families United-Respite

LEA L. MONTGOMERY
Executive Director

JOB DESCRIPTION

POSITION: PERSONAL ATTENDANT

HOURS: Employment is for part-time to full-time, intermittent work on an “as scheduled” basis. Hours worked may be during the day and/or evenings throughout the week and on weekends. Scheduled appointments may be for short or long stays and can include overnight. Workers must be available to work a minimum of 20 hours per month on average.

REPORTS TO: Program Director

HOURLY RATE: \$9.65 per hour.

MILEAGE: Mileage to and from the client home/worksites is reimbursed at \$.32 cents per mile.

POSITION DESCRIPTION: Provide meaningful companionship, protective supervision and safe care for adults with developmental disabilities in the client’s home or community at large, as specified in the individual’s Personal Assistance Plan. Workers are responsible for assuring the basic needs of the client are met and may include such duties as feeding, bathing, dressing, toileting, mobility assistance and age/ability appropriate leisure activities. Transportation in the worker’s private automobile may also be required.

DUTIES/RESPONSIBILITIES:

1. Attend and successfully complete worker orientation training.
2. Provide appropriate personal care in a positive and professional manner; including feeding, dressing, bathing, toileting, mobility assistance and leisure

activities, or other non-medical care services as specified in the Personal Assistance Plan.

3. Ensure safety of the client while in the worker's care.
4. Maintain positive relationship with all family members.
5. Maintain confidentiality regarding the client and his/her family.
6. Maintain high level of personal hygiene and hygiene of client during hours of care. Prevent exposure of client to communicable diseases or hazardous conditions.
7. Monitor safety and wellness issues in working environments (family homes).
8. Maintain and submit all required paperwork in accordance with the Policies and Procedures.
9. Adhere to all Program policies and procedures, and reporting requirements.
10. Report all suspected incidents of abuse regarding clients to the appropriate agencies and to the Program Director. Prepare required written documentation.
11. Provide reliable services and be punctual for all assignments.
12. Attend periodic in-service trainings of approved curriculum.
13. Maintain a professional image that promotes the Program and service as a valued family support resource and develops good public relations.
14. Respect established lines of communication and authority; cooperate with Program and other agency staff in all shared areas of work.
15. Provide transportation in their personal vehicle to clients to various community locations as specified in the Personal Assistance Plan.
16. Provide documentation required regarding transporting clients, such as DMV driver record and vehicle inspection.

REQUIRED QUALIFICATIONS:

1. Be at least eighteen (18) years of age.
2. Possess current Red Cross First Aid and CPR certifications. (Initial completion of course(s) and regular updates.)
3. Possess current tuberculosis clearance (within last 2 years).
4. Possess reliable transportation and valid California driver's license. Provide Program with proof of insurance for at least the legal minimum. Provide DMV driving record printout and obtain vehicle inspection. Have dependable telephone availability.
5. Have no felony or misdemeanor convictions that would have a bearing on employment. Receive a criminal record clearance through LiveScan.
6. Completion of ten hours field experience in the developmental disabilities, or related, field. (Activities qualifying as fulfillment of this requirement are subject to the Program Director's discretion.)
7. Ability to communicate effectively with clients, family members and agency staff.
8. Ability to read and interpret documents such as policies and procedures, and program documents and forms.
9. Ability in math to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.
10. Ability to take and follow instructions and the ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
11. Sensitivity to the special needs of clients with developmental disabilities and their families. (Including patience, initiative, emotional stability and a non-judgmental attitude toward the needs of developmentally disabled individuals and their families.)
12. Ability to work independently in an unsupervised setting.

13. Ability to perform physical demands of the job which include the need to stand, walk, sit, stoop, climb, balance, kneel, crouch, reach with hands and arms, talk, hear, and crawl. Employee may need to occasionally lift and transfer clients, push and pull clients in wheelchairs, and lift or move objects up to 50 pounds.
14. Availability to permit at least a minimum of 20 hours worked each month, including being available to families at least one weekend a month.

DESIRED QUALIFICATIONS:

1. Bilingual/biliterate skills in Spanish.
2. Signing.
3. Care for individuals in wheelchairs, transferring.
4. Experience with Seizures.

FAMILIES UNITED IS AN EQUAL OPPORTUNITY EMPLOYER

This job description is intended to provide a detailed overview of the requirements of the position. It is not necessarily all-inclusive, however, as additional functions may be required due to the specific behavioral plan for each client. Families United – Respite reserves the right to add, modify, or exclude tasks, duties or responsibilities, as deemed appropriate.

Employment with Families United – Respite is “at-will” and may be terminated at any time by the employer or employee with or without cause or notice.