

People Services, Inc.

Job Description

Position: Personal Attendant (In-Home Respite Worker)

Service Unit: Konocti Respite Services

Status: Part Time Position

Supervisor: KRS Program Director

General Purpose:

Under the supervision of the KRS Program Director, the In-Home Respite Worker will provide meaningful companionship and safe care for clients with developmental disabilities in the client's home or community at large. Care means assuring the basic needs of the client are met and may include feeding, bathing, dressing, toileting and age/ability appropriate leisure activities. Employment is for part-time, intermittent work on an on-call basis.

Qualifications:

1. 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).
2. High School Diploma
3. Fingerprint Clearance
4. Negative results to drug testing
5. Adherence to drug testing policy
6. CPR – First Aid Certification
7. Possess reliable transportation and valid California Driver's License. Provide Program with proof of insurance for at least the legal minimum and have dependable telephone availability.
8. Attend and successfully complete worker orientation training.
9. Ability to communicate effectively with clients, family members and agency staff.
10. Ability to take and follow instructions.
11. 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.)
12. Ability to work independently in an unsupervised setting.
13. Availability to permit a minimum of 20 hours worked each month, including being available to families at least one weekend a month.
14. Ability to communicate with people who use alternate communication forms (sign language) or foreign language (i.e. Spanish).
15. Ability to care for and transfer individuals in a wheelchair as needed.

Essential Job Duties:

1. Provide appropriate care to individuals with developmental disabilities in a positive and professional manner; including feeding, dressing, bathing and leisure activities, or other non-medical care services as agreed upon by the parent (s), the worker and the Program Director.
2. Ensure safety of the client while in the worker's care.
3. Maintain positive relationship with all family members.
4. Maintain confidentiality regarding the client and his/her family.
5. Maintain high level of personal hygiene and hygiene of client during hours of care. Prevent exposure of client to communicable diseases or hazardous conditions.
6. Monitor safety and wellness issues in working environments (family homes).
7. Maintain and submit accurate Program paperwork in a timely fashion.
8. Adhere to all Program policies and procedures, and reporting requirements regarding scheduling and provision of services.

9. Report all suspected incidents of abuse regarding clients to the appropriate agencies and to the Program Director. Prepare required written documentation.
10. Provide reliable respite care services and be punctual for all assignments.
11. Attend inservices/training as required/directed.
12. Maintain a professional image that promotes the Program and respite service as a valued family support resource and maintain good public relations.
13. Respect established lines of communication and authority; cooperate with Program and other agency staff in all areas of work.
14. 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.