

Position: Personal Assistant

To work as a team member to assure an efficient operation of the Day Habilitation Center by providing exceptional care and appropriate environment for each individual.

Duties include: **Assistance with Activities of Daily Living (ADLs)**

- Toileting
- Transfer and ambulation
- Skin Care
- Bathing
- Grooming
- Dressing
- Extension of therapies and exercise
- Meal prep
- Feeding
- Care of adaptive equipment

Individual Assistance with Activities of Daily Living (IADLs)

- Shopping
- Banking
- Social Interaction
- Recreation
- Leisure Activities
- Accompaniment
- Cueing and Minor problem-solving necessary to achieve independence, productivity and inclusion in the community.

The ideal candidate possesses these skills:

- Excellent communication skills
- Desire to improve the lives of our participants
- Empathy, patience and sensitivity to the needs of our participants
- Able to think quickly, react appropriately and adapt to multiple situations

Required for hire:

- Must be at least 18 years of age
- Have a high school diploma or GED
- Provide three work and three personal references
- Have a clean record concerning abuse and neglect toward any person
- Agree to a complete background check as required by the state
- Pass a drug test
- Have the physical abilities to perform an assisted lift
- Meet the requirements to drive LARC vehicles as required
- Obtain a Class E License
- Have a Two-Step TB Test

- Attend and complete a pre-employment screening and training session
- Complete a CPR and First Aid course
- Complete Tool's Training
- Complete Abuse and Neglect training
- Experience working with individuals with developmental disabilities preferred