

Title: Personal Care Assistant
Department: Community Based Services
Classification: Non-Exempt
Reports to: Community Based Services Coordinator
Revised: April 2022

Summary:

Caring for loved ones is often a thankless job. The challenges and joy may often be invisible to most. At Unlimited Possibilities (UP), we see, hear, and understand the compassion needed to support the unique challenges each individual and family is facing. Our team of Personal Care Assistants provide support to adults with disabilities in a variety of community-based services. These adults may be attending college classes, working at various job sites, grocery shopping, preparing meals, and more. Personal Care Assistants provide the needed support to adults with disabilities perform tasks that he or she would normally perform if there were no disability. This support provides much-needed relief to families as well. Families can feel at ease with our team of experienced specialists who provide age-specific enrichment and daily life activities. For many in the Orange County disability community, UP is the trusted source for support. Our experienced staff and volunteers work closely with individuals and their loved ones to problem-solve and guide them on their paths to safety, success, wellness, and fulfillment.

This is a flexible part-time role with shifts of 4 or more hours, Monday through Friday. Additionally, this may be combined with our Respite Worker and Inclusion Facilitator roles to serve the spectrum of ages at UP. Respite Worker roles may offer evening, overnight, and weekend shifts.

Essential Duties and Responsibilities

- Review goals with person served – goals regarding personal care, domestic services, food preparation, companionship, etc. Each person is unique and daily activity is varied.
- Support person served with various task like, but not limited to:
 - Dressing, grooming, transferring, toileting, etc.
 - Household tasks like sweeping, washing, laundry, cleaning, etc.
 - Preparing food, menu planning, teaching and demonstrating, shopping, facilitation at meetings, assistance with use of communication devices, help to participate in work, home, or community activities, companionship, etc.
- Serve as a primary liaison between UP and families, assuring information and access to the many resources and programs available.

Requirements:

- Must be a minimum of 18 years of age and have high school diploma or GED.
- 2-4 years experience working with individuals with disabilities or equivalent related life experience preferred.
- Must be available to work on a consistent basis to match the individual's schedule within the community.
- Must successfully pass DOJ background check and be eligible for acceptance by our company commercial auto policy based upon DMV report with annual review thereafter.
- This position requires local travel. Must provide proof of valid CA driver's license and automobile insurance upon hire & at expiration thereafter. Must have a reliable means of transportation.
- Complete/provide proof of negative tuberculosis test result; maintain clearance every year.
- Complete & maintain Infant/Child/Adult CPR & First Aid training or provide proof of certification.