

Job Description/Evaluation

Title: Personal Attendant

Job Summary:

Primary function is to provide personal assistance services to the client in their place of residence; to assist in providing a safe and clean environment, work cooperatively with client and family and share observations and problems with the supervisor.

Job Qualifications:

Education: If under 18 years of age, must either be a high school graduate or be enrolled in a vocational education program. High school or GED preferred if over 18 years of age.

Licensure: Must have current drivers license or reliable transportation to travel to assignments

Experience: If at least 18 years of age, must provide proof of education and/or experience to perform tasks as assigned. If under age 18, must successfully demonstrate competency to perform tasks assigned.

Skills: Must be able to read and write in English and follow written and verbal instructions in English effectively. Competent to perform tasks assigned by supervisor,

Criminal History: Must agree to and pass a criminal history check and Employee Misconduct Registry check

Environmental and Working Conditions:

Works in client's residence in various conditions, possible exposure to blood and body fluids and infectious diseases; ability to work flexible schedule, ability to travel locally; some exposure to unpleasant weather.

Physical and Mental Effort:

Prolonged standing and walking required. Ability to lift up to 50 pounds and move clients. Requires working under some stressful conditions to meet deadlines, to identify client needs, to make quick decisions and meet client/family psycho social needs.

Requires hand-eye coordination and manual dexterity. Ability to utilize durable medical equipment in the home.

Essential Functions:

Evaluation

Promote positive, supportive, respectful communication to client/family and other employees	
Provide an environment which promotes respect for client, privacy and property	
Provide personal care tasks to client according to the Individual Service Plan	
Appropriately report changes to ensure continuity of care.	
Practice accepted infection control principles.	
Provide a clean, safe and comfortable environment.	
Provide skills necessary to perform services according to agency policy.	
Contribute to the management and efficient operation of the agency and demonstrate effective time management skills.	
Demonstrate commitment, professional growth and competency by attending required inservices.	
Promote the agency philosophy and administrative policies to ensure quality of care.	

Statement of Understanding: I have read the above job description and essential functions. I understand and agree to carry out these responsibilities as assigned. I understand and acknowledge that nothing contained in this job description may be construed as limiting the employer's right to discipline or terminate my employment at any time for failure to perform satisfactorily.

Signature: _____

Date: _____

Evaluation Codes: 1-Does not meet job requirements/expectations 2-Occasionally meets job requirement
3-Normally meets job requirements 4-Meets and occasionally exceeds job 5-Regularly exceeds job requirements

Comments/Goals: _____

Use back for additional comments/goals

Signature: _____

Date: _____

Evaluator/Title: _____

Date: _____