

JOB DESCRIPTION

JOB TITLE: Personal Care Specialist
DEPARTMENT: Adult Day Services
STATUS: Non-Exempt /Part-Time or Full-Time
VERIFIED: November 2021
REPORTS TO: Core Program Supervisor



"Clients and staff – they are all friends to me."

– Mark, Client

JOB SUMMARY:

The primary role of the Personal Care Specialist is to provide for adult client's daily living needs and personal care needs.

DUTIES AND RESPONSIBILITIES:

1. Assist with daily living skills of both male and female clients to include: toileting, tube feeding, feeding, and dressing with the primary function of this position assisting with bathrooming needs.
2. May administer medications and individual care plans.
3. Assist with lunch time set up, including clients who are tube fed.
4. Provide assistance in the classroom setting, including range of motion in exercise classes and locker room assistance.
5. Perform any other duties deemed necessary by management.
6. Adhere to the agency safety policies and procedures as communicated by the Safety Committee.
7. Perform housekeeping tasks of learning, lunch clean-up etc.
8. Responsible for timely and accurate documentation as needed.

EXPERIENCE AND SKILL REQUIREMENTS:

1. High school diploma required. CNA license preferred.
2. Physically able to lift and transfer adults (minimum of 25 pounds).
3. Experience and/or training working with adults who have severe disabilities.
4. Must have a positive attitude and strong degree of professionalism at all times.
5. Established communication and organizational skills.
6. Successful completion of background check, iso-kinetic test, communicable disease screen and drug screen.
7. In order to support the safety, health, and wellbeing of our employees and the public we serve, and to meet federal mandate requirements, CP requires all employees to be fully vaccinated with a COVID-19 vaccine, except where a reasonable medical or religious accommodation can be granted. Upon hire you will be required to provide proof of your vaccination status.

ADA JOB ANALYSIS

Job Title: Personal Care Specialist Dept. Name: Adult Day Services Dept. # 10

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PHYSICAL DEMANDS

<u>STANDING</u>	<u>Hours Per Day</u>	6-7			
	<u>Duration</u>	General Moving Around	Less Than 1/2 Hour	1/2 to 1 Hour	
		1 to 2 Hours	<u>X</u> 2 to 4 Hours	Other	
<u>SITTING</u>	<u>Hours Per Day</u>	1-2			
	<u>Duration</u>	General Moving Around	Less Than 1/2 Hour	<u>X</u> 1/2 to 1 Hour	
		1 to 2 Hours	2 to 4 Hours	Other	
<u>WALKING</u>	<u>Hours Per Day</u>	5-6			
	<u>Duration</u>	General Moving Around	Less Than 1/2 Hour	1/2 to 1 Hour	
		1 to 2 Hours	<u>X</u> 2 to 4 Hours	Other	
<u>LIFTING</u>		Less Than 10 Pounds	10 to 25 Pounds	<u>X</u> 25 to 50 Pounds	
		50+ Pounds	Other		
	<u>Times Per Day</u>	50+	<u>Height</u>	2-4 ft	
<u>CARRYING (weight)</u>		Less Than 10 Pounds	10 to 25 Pounds	<u>X</u> 25 to 50 Pounds	
		50+ Pounds	Other		
	<u>Times Per Day</u>	10	<u>Distance</u>	3-6 ft.	
<u>PUSHING (weight)</u>		Less Than 10 Pounds	10 to 25 Pounds	25 to 50 Pounds	
		50+ Pounds			
		<u>X</u> Other (Avg. 150, but can be up to 300 with wheelchairs and power wheelchairs)			
	<u>Times Per Day</u>	75	<u>Distance</u>	12 ft.	
<u>CLIMBING</u>	<u>Times Per Day</u>	7	<u>Distance</u>	2 flights of stairs	
<u>REACHING</u>	<u>Times Per Day</u>	50+	<u>Distance</u>	arm's length	

ENVIRONMENTAL CONDITIONS

Temperature: Normal room temp. High Locker Room Temp (80-85), Pool (92), Whirlpool (102), high humidity

Job Hazards: Closed toed shoes required; congestion in hallway due to wheelchairs

Machines/Equipment: Mechanical Lifts, computer, phone, photocopier

Noise Level: Above Normal office noise (large groups); client vocalizations

"I love the whole sense that everybody here has a common goal to change people's lives."

- Jessica G., Occupational Therapist