

LINCOLN HEIGHTS OUTREACH INC. ADULT DAY SERVICE

Personal Care Aide

Summary

This position is responsible for providing quality direct personal care for participant while on the bus, during outing and while attending the day program in an environment that promotes their rights, dignity, freedom of choice, and individuality.

Duties

- Personal Care Aide participates in interdisciplinary care conferences, assists participants with activities of daily living, and completes participant's daily participation logs as assigned.
- Personal Care Aide participates in planning, preparing, implementing, and evaluating day room activities and assists in the kitchen as needed, and serves participants meals, snacks and beverages.
- Provides guidance to participants and gives emotional support to participants and assists with participants with bathroom needs.
- Personal Care Aide has the duty of transportation driver transporting participant to and from the Adult Day Service Center.
- Demonstrates a sense of teamwork and cooperation and performs other related duties as required/assigned.
- Completes required task based training and continuing education training

Supervisory Relationship:

The Personal Care Aide reports directly to the ADS Director.

Supervises:

This position has no supervisory duties.

Minimum Education Requirement:

High School Diploma, GED, CPR and First Aid certified, Certified Nursing Assistant or related training/education preferred

Minimum Work Experience:

None. However, one year in a position requiring interaction with 60 and over population highly desirable. (nurse's aide, nursing home food service, etc.).

Required Licenses:

None. Certified Nursing Assistant is highly preferred.

Physical Requirements/Environmental Conditions:

- No Physical Requirements
- Possess basic computer skills
- Demonstrates communication skills