

# RELIABLE COMMUNITY ALTERNATIVES, INC.

"Providing the most reliable alternatives in the community for individuals with disabilities"

## JOB DESCRIPTION

### PCA (PERSONAL CARE ATTENDANT) DSP (DIRECT SUPPORT PROFESSIONAL)

Person who is responsible for assisting consumers with their daily living skills.

Supervisor: Services Coordinator

#### Qualification:

Must be at least 18 years of age, and possess a High School Diploma, GED or a Trade School Diploma. In the area of Human Services demonstrated competency, or have verifiable work experience in providing support to individuals with disabilities.

1. Sensitivity to the needs of persons who are severely physically/mentally disabled;
2. Willingness to be oriented and trained by disabled consumer
3. Must be dependable, responsible, patient, and punctual;
4. Pass Criminal Background Check
  - All staff that transport clients/consumers must have
  - Valid Drivers License
  - Current Auto Insurance
  - Vehicle in good Condition
  - Valid Inspection Sticker (Brake Tag)

#### Job Responsibilities:

- Assist in bathing/showering and grooming
- Assist in dressing and undressing
- Assist in bowel care
- Assist in bladder care
- Assist in the consumer in transfer and/or ambulation in those activities which are necessary to live independently
- Assist in range of motion exercise if necessary
- Assist in necessary household chores such as cleaning, shopping, and laundry

- If indicated, accompanying to clinics, physician's offices, and appointments related to benefits maintenance activities
- Assists the consumer with any services specified in the written plan of care including leisure skills and recreation
- Complete Satisfactory minimum of 16 hours of agency orientation
- Plus obtain 40 hours of Documented Training annually
- Complete Time Sheets/Progress Notes documenting services provided

Name \_\_\_\_\_ Date \_\_\_\_\_