

CLAUSEN HOUSE JOB DESCRIPTION

Position Title: Personal Attendant

Department: Supported Living

Supervisor: SLS Program Coordinator

Job Status: Non-exempt – FT () / PT () (check one)

ESSENTIAL FUNCTIONS: Provide personal assistance and support to individuals in Supported Living program.

1. Skill in working with adults with developmental disabilities.
2. Ability to respect the desires and wishes of the consumer for whom they are working.
3. Ability to structure time efficiently to complete required tasks in allotted time period.
4. Ability to keep careful and accurate tracking of activities done during the time spent with the consumer.
5. Ability to act as a role model for consumers.
6. Own/operate a vehicle in good working condition for transportation and other work related purposes.
7. Support consumer with problem solving, trouble-shooting and crisis intervention as needed by communicating with the Community Support Facilitator, SLS Program Coordinator, and/or Director when problems arise.
8. Utilize immediate supervisor as a tool for problem solving, crisis intervention, guidance, direction and support.
9. Create the most independent living situation that is possible for the consumer being assisted.
10. Assist with grocery shopping and purchase of necessary items (e.g. clothing) as needed.
11. This includes assisting the consumer with the cleaning and maintenance of the house, preparation of meals, and daily household decisions. Assist with money management and bill payment as requested and/or required.
12. Assist consumer with bathing, brushing teeth, and other personal hygiene as described in the consumer's Individual Service Plan (**ISP**).
13. Ensure service provisions are provided as outlined in consumer's **ISP**.

CLAUSEN HOUSE JOB DESCRIPTION : Essential Functions - (Continued)

- 14. Assist consumer in efforts to keep their living space clean and pleasant smelling, both by assisting the consumer with chores and doing any chores that remain undone when the consumer is finished working. Keeping the living space clean includes regularly cleaning the kitchen, bathrooms, bedroom and the living room. Occasional cleaning will be required outside in the walkways, garden and periphery of the house.
- 15. To attend all mandatory in-service and staff trainings as scheduled.

PHYSICAL DEMANDS

- **Endurance – Moving About: Frequently** (1/3 to 2/3 of the time) Move from location to location, up to .5 miles or more at a time. Ability to drive walk for at least one hour; to lift at least ten pounds.
- **Specific Examples Include, but are not limited to:** Moves about the facility site to monitor the consumers and inspect the facility.
- **Endurance-Overall Strength:** Some sedentary work. Bending, lifting and squatting, with objects weighing up to 30-50lbs. Must be able to handle lifting/transferring consumers with physical impairment problems. Exerts force and or lifts or carries objects weighing up 50-100 pounds frequently and/or occasionally.
- **Climbing:** Periodic – Does not occur every shift, ascend and descend stairs to make rounds of building.

ENVIRONMENTAL CONDITIONS:

- **Location:** Inside/Outside - Work is predominately inside and generally provides protection from weather conditions and temperature changes. Outdoors accompanying consumers to assist with daily chores/activities.
- **Stairs/Steps:** Periodic – Does not occur on every shift. Ascend and descend stairs to access any required work area or other areas related to functioning in the workplace.

Signed: _____
Employee

Date: _____

Supervisor: _____
Name/Title

Date: _____

**c: Employee
Personnel File**