



## Job Description

<b>Job title</b>	<i>Day Program Personal care Aide</i>	<b>Position</b>	<i>Part-time – 30 hrs</i>	<b>FLSA</b>	<i>Hourly</i>
<b>Supervisor</b>	<i>A S Program Coordinator</i>	<b>Department Head</b>	<i>Director of Adult Services</i>		

Day Program Personal Care Aide works with graduate/doctoral level professionals and highly experienced staff in a team atmosphere to facilitate programs, provide direct supervision, and support participants in daily living skills. Personal Care Aide will utilize evidence-based practices for individuals with autism spectrum disorder (“ASD”) and related developmental disabilities to assist participants and carry out the goals of the program. Personal Care Aide will need to be able to actively participate and assist participants during volunteer projects and instructional classes while out in the community and on site. In addition, the Personal Care Aide will actively participate in a variety of physical activities such as fitness, swimming, and golf. The Personal Care Aide will support programs that take place at The Els Center of Excellence and in community-based settings.

### Responsibilities

#### Direct support

- Provide continuous direct support to program participants through coaching, modeling and hands on instructional support
- Assist program participants with all specific needs including activities of daily living including, personal care, and hygiene as needed
- Assist participants in the use of toilet facilities and handwashing Assist clients with walking, including the use of walkers and wheelchairs, when applicable.
- Assist clients with feeding, when required.
- Documenting services delivered in accordance with Els for Autism Foundation policies and procedures.
- Maintain knowledge of all program participants medical, physical, communication and behavioral needs/concerns
- Follow behavioral and safety program procedures to ensure participants safety
- Provide direct and continuous supervision of program participants during activities, instructional classes, lessons special guests, volunteer projects, transition times to and from locations, while crossing the street, loading and unloading vehicles and mealtimes, and public restrooms.
- Communicate with participant parents, guardians, and/or caregivers under the direct guidance of Program Coordinator or Director of Adult Services
- Actively participate directly with the participants in all program activities during scheduled work hours
- Assist program volunteers during program activities
- Report all concerns, accidents and/or incidents to Program Coordinator or Director of Adult Services as written in the policies and procedures manual

#### Instruction

- Follow all organizational and program safety procedures at all times
- Assist Program Coordinator and Instructor with planning and implementation of program activities and outings
- Work directly with the Program Coordinator and Instructor to keep up to date with program schedules including: off-site trips, structured activities, learning experiences, special guests and arrangement of activities
- Facilitate program activities in a positive and engaging manner

- Step in as Instructor in the absence of such as needed.
- Provide Program Coordinator and Instructor with feedback about activities and outings
- Assist in maintaining program supplies and equipment
- Create a safe space for participants, staff and volunteers by monitoring and maintenance of physical environment
- Set up and break down physical environment for program activity
- Clean and reset physical environment once an activity has been completed
- Collect, document and maintain participant data for programs
- Complete daily Progress Reports as required.

### **Professional Development & Professionalism**

- Complete and receive certificate in professional crisis management program
- Adhere to HIPAA standards while collecting, storing, and sharing electronic personal health information
- Complete training required/offered by APD as a MedWaiver provider and additional trainings, as assigned
- Wear comfortable business casual attire, adhering to uniform requirements set forth by the worksite, and wear Els for Autism name badge in the community
- Adhere to strict attendance expectations, as directed by Adults Services
- Must be alert and aware at all times to respond to participant needs.
- Display a high standard of integrity and conduct while serving as a representative and ambassador for the Els for Autism, its mission, and the vision of the Els family

### **Qualifications**

#### Required

- High school diploma or equivalent
- 1 year experience working with children, youth and/or adults with Autism or other developmental disabilities.
- Current Basic Life Support (BLS) and CPR certification
- Valid Florida Driver's License and reliable transportation

#### Preferred

- 2 years of experience in a paid position working with children, youth and/or adults with Autism or other developmental disabilities.
- Personal Care Aide certification

### **Additional Requirements**

- Level 2 Background Clearance
- Complete Els for Autism required training programs
- Flexible schedule for evenings and weekends