



Opportunity

Position: Day Program Personal Care Aide

Full-time (40 hrs/wk)

Why join our team?

We impact the lives of individuals with autism spectrum disorder (ASD) and their families daily. We influence and support autism acceptance and appreciation worldwide. Come join our innovative, dedicated, and passionate team in delivering and facilitating programs and services supporting individuals and families impacted by ASD across the globe.

Importance of Role

The Personal Care Aide ("PCA") 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. The PCA 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 PCA will actively participate in a variety of physical activities such as fitness, swimming, and golf. The PCA will support clients in programs on campus at The Els Center of Excellence® and off-campus during outings across community-based settings.

Opportunity

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, 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 applicable
- Document 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 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 the Adult Services Program Coordinator or Associate Director of Adult Services
- Assist program volunteers during program activities

Instruction

- Always follow all organizational and program safety procedures
- Assist Program Coordinator and Instructor with planning and implementation of program activities and outings
- Work directly with the Program Coordinator or Director 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 and step in as Instructor as needed.
- Create a safe space for participants, staff, and volunteers by monitoring and maintaining of the physical environment



- Set up and break down physical environment for program activity
- Collect, document, and maintain participant data for programs

Professional Development & Professionalism

- Complete and receive a certificate in the professional crisis management (PCM) program
- Adhere to HIPAA standards while collecting, storing, and sharing electronic personal health information
- Complete training required/offered by Agency for Persons with Disabilities (APD) as a MedWaiver provider, and additional training, as assigned
- Must always be alert and aware to respond to participant needs.

Team

You will be working with a program team of 27 with a combined 130 years of experience. The PCA 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.

Qualifications and Experience

Required

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