

Job Description

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| **Job title** | *Day Program Personal Care Aide* | **Position** | *Part-time – 30 hrs* |  | *Salary* |
| **Supervisor** | *Adult Day Training Program Coordinator* | **Department Head** | *Program Director* | | |

The Adult Day Program Personal Care Aide (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. The 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 both at The Els Center of Excellence and during outings across 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, 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 the Program Coordinator or Program Director
* 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 the Program Coordinator or Program Director as written in the policies and procedures manual

**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 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 maintaining of the physical environment
* Set up and break down physical environment for program activity
* Clean and reset the 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 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
* 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 always be alert and aware 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
* Experience working as a behavior assistant or technician with individuals with ASD

**Additional Requirements**

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

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Personal Care Aide Date

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Els for Autism Administrator Approval Date