



*A Supported Living organization committed to positively impacting lives,  
both individually and in the larger communities it serves*

## **Job Description**

### **Personal Attendant**

Reports to: Community Support Facilitator (CSF)  
Classification: Non-exempt/general template  
Physical Location:

Position Number:  
Timebase: Full/Part-Time (# hours )  
Pay: \$10.00 awake/\$8.00 sleep

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### **Summary/Job Function:**

Support adult with developmental disabilities to accomplish daily living activities at the person's home and/or in the local community. Help the individual to be a known and valued member of his/her local community.

Reporting to a Community Support Facilitator (CSF) who provides oversight of the entire staff assigned to work in a specific home, the attendant is directly responsible for personal care, training and support to meet the goals and objectives of the individual consumer(s) that they serve.

### **Essential Duties and Responsibilities:**

1. Assist consumer in planning meals, purchasing and preparing food;
2. Assists consumer with personal care including dressing, undressing, hygiene and toilet activities;
3. Assists consumer with housekeeping duties;
4. Assist consumer to develop independent living skills;
5. Prepare and maintain records of assistance rendered;
6. Performs related duties as assigned.

### **Knowledge, Skills, and Abilities:**

1. Ability to communicate verbally to convey information to consumer, CSF, and community members effectively;
2. Awareness of other's reactions, and ability to actively look for ways to support and assist the consumer's efforts to meet goals and objectives in their home and in the community;
3. Ability to employ active listening, critical thinking and teaching skills to assist and support the consumer;
4. Computer literacy and strong written literacy skills.

### **Qualifications, Education & Experience:**

High School Diploma (or equivalent) required, previous work-related skill, knowledge or experience preferred.

### **Certificates, Licenses, Registrations**

Valid California Drivers License and valid insurance may be required under certain circumstances. ***Valid California Driver's License with proof of clear driving record (if required) and Department of Justice clearance are required prior to providing direct service to any consumer.***

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, stand, walk, talk, listen, and lift and/or move more than 10 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job in specific home environment(s) and out in the surrounding communities, as dictated by the needs of the individual(s) requiring support. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.