



**Job Description**  
**Personal Service Attendant**  
**Non-exempt**

Position/Title: Personal Service Attendant (PSA)  
Supervisor: Team Leader, Case Coordinator, Field Supervisor, Director  
Department: Supported Living Services  
Jobs Supervised: None  
Hours of Work: To be assigned based on consumer needs.  
Salary Range: Based on experience

**Position Description:**

The purpose of the Personal Service Attendant (PSA) position is to provide personal care and direct care support to seniors or developmentally disabled adults in their home and community. This may include personal care, light housekeeping, recreational activities, transportation, meal preparation, community access and other duties as outlined in the Individual Service Plan (ISP). The Personal Service Attendant (PSA) will implement the consumer's vision and choices as stated in the ISP. The Personal Service Attendant (PSA) shall be aware that the consumers, as well as FUTURE TRANSITIONS, INC., are At-Will employers, meaning that employment may be terminated at any time by the employer or employee with or without cause.

**Qualifications and Requirements:**

**1. Education and Experience:**

High School Diploma or equivalent.

One year experience providing care in a human service field. Prefer experience with seniors or persons with developmental disabilities. One year work experience in related field **OR** one year vocational school or college course work in human service field.

**2. Transportation:**

- a. Valid California drivers license
- b. Clean driving record (DMV printout required)
- c. Current vehicle registration and use of a vehicle in good running condition during shift hours.
- d. Valid automobile insurance for that vehicle and all passengers.

### **3. Other:**

- a. Tuberculosis Clearance Screen.
- b. Current CPR and First Aid Certification
- c. Pass criminal background check through fingerprint clearance.
- d. Pass Pre-Employment drug screen and random drug test as required.
- e. The willingness and ability to perform all the essential functions of the job.
- f. The ability to work collaboratively with consumers and co-workers.
  - g. An employment record of punctuality, good work attendance and reliability.
- h. You must provide an I-9, Social Security Card or proof of eligibility to work in the U.S.
- i. Employment will be contingent upon passing drug and/or alcohol screen.

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

1. Assist the consumer(s) in personal care, such as grooming, feeding, toileting, meal preparation, and other personal care services outlined in the Consumer Orientation Checklist training.
2. Support and guide the consumer in the choices they make regarding mobility, community access, learning new skills, scheduling and requested job duties.
3. Assist or facilitate: medical appointments, communication, equipment repair, accessing recreational activities, prescribed exercises, and schedule generic travel arrangements.
4. Assist with planning and/or finding activities that lead to community involvement and the development of a circle of support. Provide companionship, guidance and supervision during such activities. Assist clients with basic housekeeping tasks, laundry and grocery shopping.
5. Record documentation according to policies and procedures stated in the training manual. This includes, but is not limited to, the following: daily progress notes, medication assistance and medical log forms, report any changes in the client's mental, physical or emotional condition to supervisor.
6. Ensure consumer health and safety during assigned hours of responsibility. Ensure that client takes self-administered medication.
7. Assist in the overall maintenance of the consumer's home and general upkeep of adaptive equipment as assigned. Report any damages to the property or needed repairs for safety purposes immediately to the supervisor. Abide by all home rules, property agreements and equipment warranties.
8. Perform all duties as specified by the consumer, the supervisor and as detailed in the ISP and the consumer orientation checklist.

### **Other Related job Duties and Responsibilities**

1. Attend Interdisciplinary Team Meetings, Agency Team Meetings and all other meetings and training sessions as directed by the administration.
2. Cooperate with other in home services, such as home health providers, physical therapists, home maintenance persons, natural supports, etc.

3. Report suspected abuse or any unusual incident as indicated in the FUTURE TRANSITIONS, INC. Training Manual. This may include, but is not limited to the following: any decline in consumer's health, medication abuse, or refusal, ability to successfully live in the community safely, willingness to receive services, or request for a new Personal Service Attendant (PSA).
4. Complete and submit Time Sheets, In Home Support Services paperwork, mileage and other compensation reports in a timely manner.
5. Perform all duties in a safe manner. Utilize universal precautions at all times. Use proper body mechanics when lifting. Never lift, push or pull over 50 pounds without assistance.
6. Report workplace safety issues, consumer injuries, consumer threats to staff or self, potential liabilities and worker injuries immediately to supervisor.
7. Complete FUTURE TRANSITIONS, INC. training curriculum and other trainings as prescribed by administration.
8. Other duties as assigned by supervisors.
9. Abide by all agency policies and procedures as indicated in the Employee Handbook, Memorandums issued by company managers and Employee Training Manual.

**While achieving the above job results, the following objectives must always be met:**

Maintains FUTURE TRANSITIONS, INC. Support Services, Inc. stability and reputation by:

Complying with all applicable state and federal regulations and applying a professional and diplomatic behavior at all times.

Maintains Operations by:

Following policies and procedures; reporting needed changes; performing other job related duties as assigned.

Contributes to FUTURE TRANSITIONS, INC. Support Services, Inc. team effort by:

Practicing strong interpersonal communication skills; accomplishing related results as needed.

**Knowledge, Skills and Abilities**

1. Knowledge of personal health-care practices and principles;
2. Knowledge of the principles of home management;
3. Knowledge of the elements of nutrition and meal planning;
4. Knowledge of first aid skills including CPR and home safety;
5. Knowledge of the aging process, developmental disabilities and accompanying behavior changes;
6. Knowledge of the emotional problems accompanying illness;

7. Knowledge of vulnerable adult reporting laws;
8. Skill in using appropriate lifting and transfer methods with clients;
9. Ability to accept and adapt to varying life styles and home environments;
10. Ability to follow oral and written directions;
11. Ability to retain confidentiality of home conditions and situations;
12. Ability to communicate effectively orally and in writing;
13. Ability to establish and maintain effective working relationships with clients;
14. Ability to work under stressful conditions and to remain calm and objective.

**Tools and Equipment Used:**

Hoyer lift, walkers, wheelchairs, gait belt, adaptive equipment and general household machines.

**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 required to sit, talk and hear. Employee must be able to read and write. The employee is regularly required to stand, walk, and use hands and arms to operate, handle or feel objects, tools or controls. The employee will reach with arms and hands. Occasionally the employee is required to climb, bend, stoop and/or crawl.

The employee will occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close, distant, color distinction, night vision and the ability to adjust focus.

The employee must be able to safely drive and operate a passenger vehicle.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is a combination of both the office and the client's homes. When out of the office, the employee may be subject to adverse weather such as hot and wet and/or humid in the summers and cold and wet in the other seasons. The noise level can range from moderately quiet in the office to loud and noisy in the field.

The employee occasionally may be exposed to contagious diseases and parasites and/or potentially violent individuals or domestic animals.

**General Statement:**

Applicants for appointment to this position will be required to submit a formal application and may be subject to rating of education and experience, oral interview and/or reference check. Job related tests may be required of any applicant.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**I have read and understand this job description. I also understand that this job description, in part, governs my employment. I, further, understand that employment is At-Will, dictated by company and consumer choice.**

Signature \_\_\_\_\_ Date \_\_\_\_\_