



**California  
Human Development**

Creating opportunities for people to rise above barriers in their pursuit of better lives.

<p><b>PROGRAM/DEPARTMENT:</b> disABILITY Services</p> <p><b>LOCATION:</b> Santa Rosa, CA</p>	<p>CHD is committed to implementation of an Affirmative action Policy and the Americans with Disabilities Policy in its recruitment, selection, and placement of all personnel.</p> <p>CHD is an Equal Opportunity Employer</p>
<p><b>JOB DESCRIPTION TITLE:</b> Personal Assistant</p>	<p><b>POSITION STATUS:</b> Regular Part Time</p> <p><b>FLSA STATUS:</b> Non Exempt</p>
<p><b>SALARY:</b> Grade 2</p>	<p><b>PROGRAM HOURS:</b> Varies according to assignment, 20 hours per week</p>

**GENERAL DESCRIPTION:** California Human Development (CHD) is a private, non-profit, human services agency that provides a wide range of programs and services for people throughout northern California.

**PROGRAM DESCRIPTION:** CHD/disABILITY Services provides training, support and supervision for persons with developmental, emotional or physical disabilities. We offer social skills and work training, supported employment placement, and educational enrichment classes. We provide both entry level job training and the vocational information needed for further planning and future job placement. Our services include Adult Development, Work Services, Work Adjustment, Situational Assessment, Group Placement, Individual Placement, and Job Coaching. We receive referrals from the Department of Rehabilitation, North Bay Regional Center, County Mental Health, and Private Rehabilitation Counselors. We hold a strong belief in the abilities and preferences of each individual and his or her right to advancement and support for quality of life choices

**DEPARTMENT DESCRIPTION:** The Adult Development Program provides training, support, supervision and educational enrichment designed to enhance the life quality of each client. We offer a range of classes covering topics from basic education to creative artistic development. We go on outings so clients can access the bounty of our city, parks, and countryside.

**SUMMARY:** The Personal Assistant (**PA**) assists clients with disabilities who have physical and behavioral needs for 1:1 assistance. Physical assistance means help with feeding, basic care, toileting and mobility both inside and outside the facility. The **Personal Assistant** also supports the client in classroom settings in small groups of 3 or 4 clients. The person in this position works daily as a positive role model for persons with disabilities, including but not limited to intellectual disabilities, mental health, traumatic brain injuries, cerebral palsy, hearing or vision impairments, and physical disabilities.

**REPORTING RELATIONSHIPS:** . The **Personal Assistant** reports to the Program Coordinator or Rehabilitation Counselor and receives direct supervision within the framework of our Policies and Procedures. Each **Personal Assistant** receives guidance from the Case Responsible

Person regarding individual client program plans and reports verbally and in writing about individual client program plans, progress, issues or or safety concerns.

**ESSENTIAL RESPONSIBILITIES AND DUTIES:** The following duties are considered essential for this job classification.

- A. Assist intellectual, developmental, psychiatric, or other challenged clients who need 1:1 assistance for physical and behavioral needs.
- B. Provide assistance as scheduled and as needed to maintain client health and safety, i.e., break and lunch time monitoring, assistance with mobility, restroom needs and changing clothing, adjust the environment to suit individual client needs, etc.
- C. Support assigned client to be engaged in classroom and community settings with age appropriate activities, guidance, and social engagement.
- D. Serve as a positive role model for each client by demonstration of positive habits and attitudes that promote good relationships and personal safety.
- E. Communicate effectively, both verbally and in writing and keep the Case Responsible Person current regarding client behaviors and training needs and outcomes.
- F. Work as part of the team to follow guidelines in each client's 1:1 plan, which is based on the client needs and developed by the ID Team.
- G. Accurately complete necessary client documentation daily.
- H. Maintain professional relationships with clients, co-workers, families and visitors.
- I. Communicate to Case Responsible Person when supplies and equipment are needed.
- J. Attend Staff meetings as assigned. Keep in close communication with Program Coordinator and the Rehabilitation Counselor regarding client information.
- K. Follow established guidelines, policies, and procedures in order to ensure program consistency and protect the welfare of clients.
- L. Perform other related duties as assigned.

**ADDITIONAL DUTIES:** In addition to the duties listed in the Essential Duties Section, the employee may perform the following duties:

- A. Attend relevant training as assigned.
- B. Have sensitivity and concern for the rights and needs of clients, including a desire to relate to people with disabilities as dignified and competent individuals.
- C. Resolve conflicts and assist in client behavioral support according to the principles of positive behavior support planning.
- D. Represent CHD/disABILITY Services in a professional manner, with knowledge of and a commitment to the principles of normalization.

**KNOWLEDGE, SKILLS AND ABILITIES:**

**LANGUAGE**

- A. Ability to communicate effectively verbally and in writing.
- B. Ability to establish effective relationships with clients and co-workers.
- C. Spanish-speaking and/or American Sign Language ability highly desirable.

**MATHEMATICAL SKILLS:**

- A. Ability to record dates, times, and data accurately.

**REASONING ABILITY:**

- A. Ability to solve practical problems and resolve conflicts effectively.
- B. Ability to maintain appropriate boundaries with clients and staff both on and off duty as defined by agency ethical codes.
- C. Possess a dedicated interest in serving disadvantaged people. Possess a caring attitude towards fellow employees and clients served.
- D. Ability to maintain own psychological well-being.
- E. Ability to recognize and manage personal bias.

**OTHER ABILITIES:**

- A. Effectively train and work with people with a variety of disabilities.
- B. Communicate effectively to explain client behavior both verbally and in writing.
- C. Ability to understand and perform proper use of safety equipment and safety procedures.
- D. Ability to effectively learn and implement the regulatory standards, guidelines, and procedures that govern disABILITY Services, such as CARF, the Department of Developmental Services, Community Care Licensing, Department of Labor and Wage and Hours regulations, OSHA standards, etc.

**SUPERVISORY RESPONSIBILITIES:** None (except client supervision)

**QUALIFICATIONS**

**EDUCATION:**

- A. High school graduate or GED and must be age 18 years or older.
- B. Basic Sign Language or bi-lingual in Spanish, a plus.

**EXPERIENCE:**

- A. Sufficient professional and/or personal experience which demonstrates possession of the required knowledge and abilities to work with persons with disabilities.
- B. Experience with conflict resolution and positive behavior support techniques desirable.

**WORKING CONDITIONS:**

- A. **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 requested and made to enable individuals with disabilities to perform the essential functions.

This position requires: Frequently: Standing, Walking, Seeing, Hearing, Speaking  
 Sitting, Stooping, Lift over 40 lbs with another person, Squatting, Kneeling, Bending, Pushing, Pulling, Carrying, Twisting.

Seldom: Climbing,

- B. **WORK ENVIRONMENT:** Work with others all day with frequent verbal face-to-face contact. Some level of noise from proximity to many people and material handling. Materials and people in frequent movement between work/class areas and down the hall.
- C. **Tools and equipment usage:** Personal Care supplies, pen, paper and tablets daily. First Aid and Emergency Preparedness supplies. Computer, monitor, keyboard, and mouse occasionally. May have occasional exposure to hazardous materials.

**CERTIFICATES, LICENSES AND REQUIREMENTS:**

- A. Be willing to obtain and maintain valid CPR and Red Cross First Aid Certificates.
- B. Fingerprint clearance is required for this position. After an offer of employment has been made the candidate will be required to obtain fingerprint clearance prior to designated start date.
- C. At the time of hire, a physical exam and TB test results within the past year are required.
- D. After hire, employees are required to pass on-going periodic drug testing.

**ACCEPTANCE AND CERTIFICATION:**

Upon acceptance of employment with CHD, I certify that I have read and understand the essential functions of my job as outlined above.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date