JOB DESCRIPTION:
AIM Consumer Directed Personal Assistant

Date Written: 1/08/08, Updated 7/31/09

Job Title: Consumer Directed Personal Assistant Status: Non-Exempt Hourly

Reports to: Consumer/Supervisor Company: AIM ILC

Purpose: To provide services to afford consumers the ability to remain in the least restrictive environment and to maintain more control and freedom over his/her lifestyle.

Duties and Responsibilities

- Assist in activates such as, but not limited to, dressing, grooming, hygiene, mobility, transfers and/or lifting, toileting, and health maintenance, light housekeeping, writing, reading, or running errands. Lifting requirements will depend on consumer needs (physical restrictions). Consumer may require light to heavy lifting.
- Maintain open communication and report complaints or questions voiced by consumers and/or their caregivers to the Director of the Consumer Directed Personal Assistant Program.
- Maintain confidentially of all work related information.
- Act in a manner consistent with the Independent Living Center Philosophy.

An individual Care Plan will be developed by the county DSS and Public Health Nurse. This is a list that explains specific tasks that should be performed for each consumer by the CDPAS Personal Assistant**. This is also considered part of the Job Description for all Personal Assistants**.

Work, Education, Knowledge and Skill Requirements: The consumer or caregiver recruits and supervises the worker. The requirements are based on the consumers needs and set by them. Each employee however is required to adhere to all policies and procedures of CDPAS.

The above statements are intended to describe the principle functions of the position. They are not intended to encompass all duties.

Employee: _____ Date: _____

Supervisor: _____Date: _____

AIM Human Resources: _____Date:_____

1. Copy to Consumer for review with Personal Assistant
2. Copy to Personal Assistant File
3. Copy to Consumer File