

POSITION DESCRIPTION - PERSONAL ATTENDANT

A Personal Attendant (PA) is an individual who assists an individual with a disability with tasks that the individual with a disability would normally do for himself/herself if he/she did not have a disability. The assistance may be provided when the individual with a disability is unable to do the task himself/herself or the task would take him/her an exceptionally long time to complete alone.

Qualifications of a personal attendant: The personal attendant must meet the following qualifications:

- 1) Must produce proof of a social security number;
- 2) Must be able to effectively communicate in the language of the person receiving services;
- 3) Must be able to read and write English;
- 4) May not have on record a conviction for an offense that would directly effect the individual's fitness to be a personal attendant;
- 5) May not have an infectious or contagious disease;
- 6) Must be capable of performing the needed services;
- 7) Must be capable of maintaining confidentiality;
- 8) Must have demonstrated competency to perform the duties, as verified by the participant, a physician, and/or a registered nurse; and
- 9) Must produce proof of a valid driver's license, automobile insurance/liability and an acceptable motor vehicle record (MVR) that is acceptable to Independent Living Choices insurance company or the person will not drive as part of employment.

Essential Functions of a Personal Attendant: Duties that a personal attendant is required to perform include the following:

- (1) Lifting and transferring individuals weighing 70-200+ pounds;
- (2) Communicating effectively with individuals;
- (3) Practicing infection control methods;
- (4) Handling and disposing of body fluids;
- (5) Bathing techniques including bed, tub, and shower;
- (6) Caring for hair, including shaving;
- (7) Maintaining oral hygiene, including brushing teeth and cleaning dentures;
- (8) Dressing and undressing a person;
- (9) Assisting with toileting;
- (10) Caring for a person who is incontinent;
- (11) Feeding or assisting a person with eating;

- (12)Planning and preparing meals;
- (13)Performing routine eye care;
- (14)Taking a person's temperature;
- (15)Care of nails and feet;
- (16)Applying an ace wrap and anti-embolic stockings;
- (17)Assisting the person to apply or remove a prosthesis or orthotic;
- (18)Assisting consumer with self-administration of medications-not to include injection;
- (19)Changing dressing on noninfected sores;
- (20)Caring for skin including giving back rubs;
- (21)Turning and positioning the person in bed;
- (22)Transferring the person;
- (23)Performing maintenance exercise regimens designed for the specific person;
- (24)Performing routine ostomy care;
- (25)Assisting with a bladder and bowel program;
- (26)Homemaker services, including grocery shopping, dusting, floor care, cleaning kitchen, bedroom, and bathroom, laundry and mending, budgeting;
- (27)Assisting with transfers in/out of a vehicle;
- (28)Providing ventilator management if the personal attendant is a family member. A person who was receiving ventilator management by someone other than a family member before the effective date of this rule change is not affected by this change;
- (29)Performing tracheostomy care if the personal attendant is a family member. A person who was receiving tracheostomy care by someone other than a family member before the effective date of this rule change is not affected by this change;
- (30)Providing chest physiotherapy (postural drainage, cupping, vibration);
- (31)Providing nebulizer therapy; and
- (32)Applying topical medications.

The Personal Attendant is responsible for his/her own transportation.

If interested, please contact:

INDEPENDENT LIVING CHOICES
4107 S. Carnegie Circle
SIOUX FALLS, SD 57106-2321
(605) 362-3550 or 1-800-947-3770
Fax (605) 362-3555