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