

PERSONAL SUPPORT SPECIALIST

JOB SUMMARY

The PSS will assist the clients in promoting independency. This will be done by supporting the client daily through supports of ADL's, physical assistance, physician's visits and IADL's Transportation, excess, appointment and running errands.

POSITION DESCRIPTION

POSITION: Personal Support Specialist

STATUS: Hourly/\$ starting wage/Bi-weekly pay period

INTRODUCTORY PERIOD: 60 days

EVALUATION: any time after introductory period of 60 days

PHYSICAL REQUIREMENTS:

1. Must be able to lift at least 50 lbs. and using proper body position complying with OSHA requirements.
2. Must be able to complete all trainings related to Safety Care certification.

QUALIFICATIONS:

1. Must possess a High School Diploma/GED.
2. Must possess a valid Maine State driver's licence.
3. Must possess a DSP/PSS certificate and or complete PSS certification within six months.
4. Must be willing and able to complete all DSP training models / state mandated reporting training
course, Safety care, CPR/First Aid, OSHA training, employee time card system and any other
specialised trainings related to position.
5. Must be an American citizen or have legal status for employment.
6. Must have the ability to deal with stressful situations, mentally, physically and emotionally.

ATTENDANCE

Employee attendance and being punctual to work is important and vital to the day to day operations of New Acadia Solutions. You must be in attendance during your scheduled shift. Any scheduled shift beyond your required 40-hour shift that you agree to work shall

be compensated overtime, which is equal to time and a half of your hourly wage. This also includes mandated trainings, monthly supervisions and staff meetings. In the result of being unable to follow these criteria set forth, employees will be given one verbal warning and three written corrective action reports. After the third written corrective action employees, will be terminated from employment. Per diem will be compensated on agreed hourly rate and be expected to adhere to same policy as full time employees.

POSITION REQUIREMENTS

1. In compliance with all policies regarding safety of the client and staff members.
2. In compliance with Employee handbook.
3. Ensures that all aspects of the client's information remain private in compliance with HIPPA.
4. Ability to pass a Maine State/DHHS mandated background check.
5. Attends all staff meetings and supervisions.
6. In compliance with all required trainings.
7. Completes all assigned tasks while on shift and ensures the safety and quality of the facility.
8. Ensures that all the client's needs are being met through provided documentation, health and safety, community outings and that all the physical and emotional needs are being met for the client.
9. Ensures that the Behavior plan is being followed to ensure the clients success.
10. Completes all required trainings: Safety Care, CPR/FA, OSHA, Daily Documentation Mandated reporter training, Reportable events documentation training, Basic computer skills.
11. Assists in all medication procedures including passing and ordering medications.
12. Have a registered and insured vehicle during staffs scheduled shift.
13. Assist with planning meals daily as well as hand over hand assistance with cooking and other ADL's.
14. Exhibits positive behavior to serve as a role model for the client and the staff.
15. Maintain a clean and healthy environment at the clients home by staff providing full assist supports or assisting the client and promoting independence.
16. Complies with all duties assigned by the Executive Director/Manager of the residence.
17. Provides assistance with shopping for groceries or clothing to the client as needed.
18. Providing supports through self-care which includes bathing, washing, dressing, shaving and promoting a healthy diet.
19. Will attend and promote positive life experiences through community outings and personal interaction with peers.
20. Dress code, employees will come to work in appropriate casual clothing, no sandals unless a medical condition has been identified.
21. Loose and provocative clothing is not permitted.
22. Employees shall not discriminate against fellow employees or clients, based on gender and or orientation, religion, cognitive position, literacy, educational



position, origin of residence, or specified origin of recognized Ethnicity. Violation of this requirement will result in the immediate termination of the PSS's position.

23. A PSS can not work with an agency's client or a former agency client for 60 days after being terminated or if the PSS terminates the agreement.

EMPLOYEES BENEFITS

I have read and understood my responsibilities and benefits related to my job description as a Personal Support Specialist (PSS) at New Acadia Solutions.

Date / /

Employee Signature