



HUMAN SERVICES DEPARTMENT

Job Announcement

Adult Care Provider

Department: Human Services
Direct Supervisor: Lindsey Hershey
Wage: D.O.E.
Hours of Work: Varies per client
Open: July 7, 2020- until filled

Employment Category: Part-time,
Non- Exempt, No benefits
Applications: YTT Administrative
606 Forest Hwy # 10 (907) 784-3124

Position Summary

The Adult Personal Care Provider serves as a caregiver for adults 18 years and older who require non-medical impairment. Adult Care Providers assist clients with daily living skills and routine housekeeping tasks. Duties may include assistance with bathing and dressing, preparing meals, medical appointments, running errands and/or otherwise providing assistance as needed to maintain the client's home or apartment in a clean, sanitary and safe condition. Specific tasks and work activities are detailed in the client's Personal Care Plan and will vary depending upon the individuals need.

Duties and Responsibilities

Work in partnership with the client's family and YTT staff to develop an individual Personal Care Plan (PCP) that addresses the needs of the client, identifies normal daily routines and schedules and outlines specific procedures to be taken, such as when and how to dispense medication, how to assist with dressing and bathing.

- Perform the duties and tasks outline on the client's Personal Care Plan.
- Take immediate action to identify and take measures to prevent a serious safety risk while performing activities within the client's plan.
- Continually monitor the safety needs of the client to ensure safe surroundings.
- Provide social, leisure or educational activities as defined in the individual personal care plan.
- Aid with activities of daily living (i.e. light bathing, eating, dressing and toileting) as necessary.
- Plan, organize and perform routine household tasks such as, housekeeping, chores, menu planning, shopping for groceries and preparing meals.
- Provide companionship.



- Promote self-confidence and self-esteem of program participants through positive interaction and motivational techniques.
- Foster the development of and maintenance of living skills and social interaction.
- Understand and maintain the confidentiality of all clients' personal information, situation, condition and plan.
- Perform other duties as assigned.

Decision Making Authority

Spending Authority: N/A

Necessary Skills and Knowledge

- Ability to maintain regular attendance and be reliable and punctual
- Maintain Confidentiality
- Must have the ability to follow directions and work independently.
- Must be a responsible, mature individual of reputable character who exercises sound judgement and displays the capacity to provide good client care.
- Must possess the ability to communicate with the recipient to whom he/she is assigned, the recipient's family and the supervisor.
- Must have the physical ability to perform the tasks and activities required.

Minimum Qualifications

- High School Diploma or G.E.D.
- Must be 18 years of age
- First Aid/CPR Certified
- Provide documentation that the individual is free from active Tuberculosis
- Provide documentation of negative COVID-19 test
- Ability to successfully pass background check

Approved By

Date

Posted By

Date

