



COMMUNITY LIVING ASSISTANT

Reports To: Program Director

Objective: This position exists to provide assistance and training to consumer(s) in order to meet identified needs in a safe environment.

Essential Functions

1. Be at least 18 years of age
2. An acceptable Background Character Verification
3. Valid drivers license and acceptable driving record
4. Be able to lift up to 50 lbs. Must be able to twist, turn, squat, bend, reach, pull, push from high/low position, raise arms above shoulder, walk, sit (chair and floor), climb stairs, use hands and fingers
5. Communicate English at basic level
6. Basic reading/writing skills

Working Conditions/Environment

Hours are dependent upon consumer need and may vary from week to week in order to meet these changing needs. The position may require travel to numerous locations/operations and may involve the transportation of consumers. May be required to meet additional operation specific standards.

Position Responsibilities/Essential Position Functions

The performance of the following position responsibilities shall be dictated by Operation/Consumer need.

PROGRAMMATIC

1. Implement consumer individual service plan/documentation
2. Attend consumer staffing/meetings as requested
3. Make recommendations for enhancement of consumer lifestyle
4. Be an advocate for the consumer
5. Maintain consumer confidentiality
6. Implement LIFE Program, documentation

ENVIRONMENTAL

1. Maintain safe/clean living environment, including: cooking, household cleaning including bathrooms, laundry, dishes, shoveling (salting/sanding), mopping, sweeping, vacuuming, washing windows, dusting, changing bedding, and cleaning the refrigerator
2. Conduct monthly smoke detection checks and fire drill implementation
3. Maintain vehicle in clean and safe condition including: checking brakes/blinders, checking tire pressure, fueling the vehicle, and check the oil and other fluids to ensure they are not low
4. Perform yard care and snow removal as required, including: shoveling, raking, pulling weeds, salting/sanding
5. Complete site and vehicle maintenance requests as needed
6. Perform other site duties as assigned
7. Report safety risks to office immediately

FISCAL

1. Maintain consumer and site fund documentation (receipts and ledgers)
2. Comply with operational budgets and purchasing guidelines
3. Complete shift audits
4. Obtain PD approval for consumer expenditures greater than \$50.00
5. Assist individuals with purchasing/spending needs

ADMINISTRATIVE/SUPERVISORY

1. Maintain current consumer files, policy manuals and additional supportive documentation
2. Maintain sufficient supplies at each operation
3. Attend operation staff meetings
4. Knowledge of and compliance with licensing regulations
5. Complete monthly assignments as requested by PD or PM
6. Submit payroll timekeeping by designated due dates
7. Comply with all of Aurora's Policies/Procedures
8. Comply with PD/PM directions

TRAINING/DEVELOPMENT/PERSONNEL

1. Complete all agency sponsored training by designated due dates
2. Provide On-Site training to new employees
3. Communicate additional training needs to PD

HEALTH/SAFETY/MAPC

1. Attend consumer medical appointments as requested and communicate order changes
2. Provide medication administration assistance as dictated by consumer program plan
3. Complete all relevant medical documentation
4. Complete MAPC documentation as instructed
5. Complete/follow consumer daily menu per Food Guide Pyramid
6. Contact appropriate individual with changes in consumer medical conditions
7. Follow consumer's IPP/POC's and BSP
8. Report all safety hazards within home and/or vehicle immediately to PM/PD/On call
9. Must use available adaptive equipment which may include: tie downs, wheel chairs, mechanical lifts, shower chairs, hospital beds, and gait belts, other
10. Use correct body mechanics for all lifting, transferring, and repositioning
11. Report change in consumer eating habits to PD immediately
12. Encourage sufficient fluid intake (water)
13. Follow infection control standards
14. Provide basic first aid care
15. Follow prescribed special diets

Emergency Procedures

1. Knowledge of/compliance with all emergency procedures including appropriate use of on-call system, evacuation procedures, and accident/illness procedures.
2. Communicate to PD/office/on-call staff immediately the use of any emergency procedures including contact with emergency medical, fire, and law enforcement agency.

Personal Assistance

1. Assist the individuals served with personal care including: showering, eating/feeding, transfers/repositioning, wheelchair transport, bathroom assistance, seizure care, lifting, changing

- incontinence products, brushing teeth/denture care, combing/styling hair, dressing/undressing, applying makeup, shaving, hand washing, range of motion, walking assistance, and tube feeding.
2. Respond immediately to consumer needs including: toileting, bathing, and assisting with adult depends

COMMUNICATION

1. Complete daily documentation
2. Maintain regular contact with Program Director/Office staff
3. Utilize Program Director as a program resource
4. Ensure all communication required for quality and continuity of consumer care and growth
5. Maintain professional communication with all consumers and team members
6. Communicate consumer needs or change of health status to PD/Office Staff immediately