

Heartland PCA Independent Living Support Staff

Essential Tasks Performed:

The personal Independent Living Support Worker (ILS) performs services that develop, maintain and improve the community-living skills of a person. The worker is a direct staff person to address the identified skill development needs of a person in several essential function areas. These tasks may include the following:

Responsibilities/Duties:

- Communication Skills
- Community Living and mobility
- Interpersonal Skills
- Reduction/elimination of maladaptive behavior
- Self-care
- Sensory/motor development involved in acquiring functional skills

Assistance and supervision may occur in the delivery of ILS services.

Support Staff Services are provided in:

- The person/clients home and/or
- Community settings typically used by the general public

Examples of in-home or in community settings:

- Learning how to cook in the person's kitchen
- Learning banking and how to deposit money, ATM's, etc.
- Utilizing public transportation systems

Purpose of ILS Support Staff:

- Increase the person's dependency by teaching skills so tasks and activities may be performed with decreased dependence on caregivers
- Increase the person/clients opportunities to interact with people without disabilities who are not paid caregivers
- Provide daily schedules, routines, environments and interactions similar to those of people without disabilities of the same age
- Provide everyday skills training in an environment where the skills will be used
- Support development of decision-making skills and informed choices in all aspects of daily life including selection of service providers, goals and methods, location and décor of residence, roommates, daily routines, leisure activities, and personal possessions.

Support Staff may also be responsible for:

- Document review of outcomes at least quarterly
- Provide written reports to the Case Manager and person receiving services at a minimum of once a year or as established in the community support plan.

Requirements/Qualifications:

- Be at least eighteen (18) years of age
- Minimum of a High School Diploma
- Valid Driver's License
- Proof of vehicle liability insurance
- Successfully complete a minimum of 12 hours continuing education and training in topics relative to the position annually.
- Ability to observe and record programming and behavioral data.
- Have demonstrated ability to work with little direct supervision and make appropriate judgments.
- Previous ILS support or Personal Care experience preferred
- Have demonstrated dependability, tact and ability to follow orders.
- Possess good interpersonal communication skills.
- Possess and maintain good physical and mental health.
- Have U.S. Citizenship or evidence of alien work permit.
- Disclose any conviction and criminal history records pertaining to any crime related to the provision of health services or to the occupation of Personal Care Assistant (no candidate who has been convicted of such crimes will be hired.)
- Must not have jeopardized health and welfare of vulnerable adults through physical abuse, sexual abuse or neglect.
- Must not misuse or show dependency on mood altering chemicals including alcohol.

Must have completed one or more of the following:

- 1) A Nursing Assistant training program or its equivalent, for which competency as a Nursing Assistant is determined according to a test administered by State Board of Vocational Technical Education or
- 2) A Homemaker-Home Health Aide training program using a curriculum recommended by Minnesota Department of Health or
- 3) An accredited educational program for registered nurses or licensed practical nurses or
- 4) A training program that provides the assistant with skills required to perform Personal Care Assistant services or
- 5) Determination by the supervising RN that the assistant has the skills required, through training and experience, to perform the personal care services specified under Covered Services in Medical Assistance Manual.

Mental Demands				
	Infrequently Less than 1%	Occasionally 1-33%	Frequently 34-66%	Continuously 67-100%
Problem Solving			X	
Analytical Ability			X	
Communication Oral				X
Communication written		X		
Organization		X		
Working with interruptions		X		
Dexterity Requirements				
	Infrequently Less than 1%	Occasionally 1-33%	Frequently 34-66%	Continuously 67-100%
Eye Hand Coordination				X
Handling (holding, grasping)			X	
Fingering (picking, pinching)		X		
Items/tools involved in arm/hand movement:	personal care products, medications, toilet hygiene equipment including catheters, commodes, digital stimulation for bowel programs orthotics and prosthetics oxygen, tubing, nebulizers, CPAP machines linens, clothing/laundry food preparation tools Lifting equipment including hoysers, stand assist, sliding boards			

Lifting and Carrying Requirements					
I =infrequently, O=occasionally, F=frequently, C=Continuously					
Infrequently: less than 1%, Occasionally: 1-33%, Frequently: 34-66%, Continuously: 67-100%					
Lift	Carry	Weight (lbs.)	Frequency	Distance Lifted/Carried	Items lifted/Carried
X	X	20#	O	10-20ft	Laundry
X	X	10#	F	10-20ft	Clothing, bathing and grooming supplies
X	X	20#	O	10-20ft	Wheelchair pieces and positioning equipment
X		50#	O	0	Client positioning in bed
X		50#	O	0-2ft	Client Positioning in wheelchair
X		20#	O	0	Client ROM
X		50#	O	0-3ft	Client Transfer

Other Job Factors
Hours worked per day: 2-24 hours
Hours worked per week: Up to 40 hours per week
Work time: Shifts are variable at all times within 24 hour day, nights and weekends, overtime may be required
Access to confidential files and information.
Employee must respond to customer complaints and emergencies as appropriate

Heartland PCA is an Equal Opportunity Employer

EOE/AA