



AN EQUAL OPPORTUNITY EMPLOYER
(WOMEN, MINORITIES, AND DISABLED ARE ENCOURAGED TO APPLY)

ANNOUNCES AN **OPEN RECRUITMENT** FOR:

PROGRAM SERVICES ASSISTANT I OR II (PART-TIME)

Application Deadline: February 8, 2010

DEPARTMENT: Health & Human Services
LOCATION: Countywide
SALARY: **Level I -** Range PT839 \$10.80-\$13.12/hr.
Level II - Range PT842 \$11.55-\$14.05/hr.
HOURS: Up to 19 hours per week with no County benefits **OR**
20-29 hours per week with prorated medical, sick leave, and vacation

DEFINITION: To provide designated personal care services and assistance to an assigned client base; to assist clients in performing routine and daily functions within clients' environment and home; to provide escort/transportation resources in the pick-up and delivery of requested items for clients, including meal delivery; to assist in a kitchen, office or other support activities as assigned; and to function as a positive and cooperative team member.

DISTINGUISHING CHARACTERISTICS:

Program Services Assistant I: This is the entry-level class within the Program Services Assistant series. Employees in this class initially perform a variety of home/personal care and transportation functions under immediate supervision while learning the assigned duties and clients' needs. As incumbents become more proficient in performing assigned duties and are fully aware of the operating procedures and policies within the work unit, they receive only occasional instruction or assistance as new or unusual situations arise.

Program Services Assistant II: This is the journey level class within the Program Services Assistant series. This class is distinguished from the Program Services Assistant I by the assignment of the full range of duties to include providing approved medical care and observation.

EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:

Provides home care to clients; assists clients with household duties such as reheating meals, mopping, vacuuming, cleaning bathrooms, washing/drying clothes, and meal preparation, serving, and clean-up.

Purchases groceries, picks up prescriptions, and runs other errands for clients; picks up and delivers mail for clients as requested; escorts clients to medical appointments and on other necessary trips.

Operates a vehicle over a variety of routes in accordance with established laws and policies; transports ambulatory and non-ambulatory passengers to appointments; operates vehicle in a safe manner consistent with applicable laws; assists clients in and out of vehicle and to destination location.

Assists in the preparation of meals for clients; picks up groceries and supplies to be used for meal preparation; packs cold and hot meals properly; delivers meals to clients' homes and/or to senior or other community facilities for future distribution; completes proper documentation per established procedures.

Assists clients with routine personal bookkeeping and banking practices; assists clients in recording items and balancing checkbooks; assists clients with completing bill paying responsibilities, bank deposits and withdrawals, and other related correspondence according to established policies and practices and upon request.

Participates in the preparation of a variety of foods including main dishes, baked goods, sauces, soups, meats, and vegetables in conformance with state and federal regulations, local health ordinances and County policies and with the purpose of providing food that appeals to sight and taste.

Participates in the packaging and distribution of individual servings in a manner that is visually appealing and provides appropriate portions; delivers pre-packaged food to clients' homes; re-heats and serves as appropriate.

May monitor, and coordinate the work of volunteers and/or other staff as assigned.

Completes various reports and tracking sheets as directed; performs other duties as assigned.

Program Services Assistant II (In addition to those duties as previously outlined):

Observes clients in a variety of activities and situations; provides feedback to higher level staff regarding client awareness and general health; reports any changes to clients' demeanor or alertness as assigned and upon request.

Provides personal care assistance and awareness to assigned clients; visits home and assists clients with a variety of personal hygiene activities; assists with bathing client; dressing/undressing; general grooming activities, and hair care.

Provides respite to client's spouse or live-in care giver; attends to and oversees client in the home and/or running errands to relieve live-in care giver of care giving responsibilities.

Provides on-site wound care and maintenance per physician's orders and instructions; wraps and re-wraps wounds; applies medication per prescription; observes and records status of wounds and healing progress as assigned.

Reviews pharmaceutical instructions and prepares clients' medications for daily/weekly use according to prescription; answers clients' questions and concerns and/or refers to appropriate resource as necessary.

Schedules medical and other related resource appointments for clients upon request and according to clients' needs and instructions; may escort clients as necessary.

MINIMUM QUALIFICATIONS

Requires a high school graduate or equivalent with at least one year of responsible experience in providing home and/or personal care giving OR acting as transportation driver/escort for a geriatric and/or special needs population.

Knowledge of: Basic daily living needs, including hygiene, exercise, entertainment, food, clothing and shelter of assigned client population; routine and basic sanitary and safety practices related to food preparation and home health care and support; Standard and accepted English spelling, punctuation and grammar; standard and accepted principles and practices of workplace safety; standard and accepted safe driving practices.

Ability to: Learn to work effectively with special needs and geriatric clients or other designated specialized populations, including individuals with physical and/or mental disabilities; understand and carry out a variety of both oral and written instructions in an independent manner; on a continuous basis, know and understand all aspects of the job and observe safety rules; intermittently review work papers and log entries; accurately identify situations involving clients' needs and circumstances; accurately

identify safety hazards for assigned clients; locate equipment and supplies; interpret work orders; remember clients' names and verbal instructions; understand and explain assigned program's policies and procedures to clients, staff, families and the general public; Relate positively to clients and establish trust and rapport; work cooperatively as part of a team providing services and treatment to special need clients; work with various cultural and ethnic groups in a tactful and effective manner; respond to emergency situations in an effective, timely and calm manner; obtain relevant information through interviews and observations; work effectively with constant or sporadic interruptions; perform routine clerical tasks including mathematical calculations such as addition, subtraction, multiplication, and division; operate routine food preparation and housekeeping equipment as well as designated personal care equipment in a safe and effective manner; communicate effectively and tactfully in both oral and written forms; provide courteous and positive customer service; perform assigned duties to include continuous physical labor in a safe and effective manner for self and others; establish and maintain effective working relationships with those contacted in the performance of required duties.

Typical Physical Requirements: Intermittently, sit while typing or preparing records and charts; stand, walk, bend, squat, kneel or twist while observing, restraining, bathing/dressing, and interacting with clients as well as in the performance of housekeeping tasks. See and hear with sufficient acuity to observe and be aware of clients at all times; perform simple grasping and fine manipulation; and lift very heavy weight. Required to drive transit vehicles on occasion as per licensing requirements and criteria.

Typical Working Conditions: Many assigned duties occur off-site at clients' homes, running errands, and/or inside passenger vehicle while driving. Continuous contact with co-workers, clients, and general public. Incumbents will be, exposed to a wide variety of climate and weather conditions while driving.

Special requirements: Must possess a valid and appropriate driver's license issued by the State Department of Motor Vehicles. Proof of adequate vehicle insurance and medical clearances may also be required. Must successfully complete a pre-employment background investigation and physical examination.

SELECTION: Selection procedures will be determined by the number and qualifications of applicants and may include a qualification screening, written examination, and oral interview.

APPLICATION: Applications **must be received** in the Personnel Office, P.O. Box 249, Independence, CA 93526, no later than 5:00 p.m. on **February 8, 2010** (postmarks not accepted). Must apply on Inyo County application form. A cover letter and/or resume will be accepted in addition to the application form but will not serve as a substitute for a completed application. **It is not acceptable to complete the application with statements like "See/Refer to Resume" or "See Attached"**. Incomplete applications will not be processed. Applications may be faxed to meet the deadline—original application with original signature must be mailed.

The County of Inyo has work sites located throughout the Owens Valley (Independence, Bishop, Lone Pine, Big Pine, and Olancho) and the Death Valley area (Death Valley, Tecopa, and Shoshone). Positions are assigned to a work site based upon the needs of the County. Positions may be temporarily or permanently reassigned to another work site as deemed necessary by the Department Head.

REASONABLE ACCOMMODATION FOR INDIVIDUALS WITH QUALIFYING DISABILITIES: Inyo County will make reasonable efforts in the examination process on a case-by-case basis to accommodate persons with disabilities. If you have special needs, please contact (760) 878-0377 prior to the examination process.

CITIZENSHIP/IMMIGRATION STATUS: Inyo County employs only U.S. citizens and lawfully authorized non-citizens in accordance with the Immigration Reform and Control Act of 1986.