Job Title: Assistant Director Personal Services

Supervisor: Director of Personal Services

Objective: Assist Director of the Personal Services Program

Responsibilities: Assist Director of Personal Services in all capacities of the job. Help recruit, evaluate and supervise Homemakers, Personal Care Attendants and Respite Care workers. Follow Indiana State Board of Health guidelines and policies for the Personal Services Program. Assess clients. Make care plans in compliance with guidelines. Assist in scheduling and data entry. Assist with quarterly client reviews. Coordinate services with other care providers. Assist in providing monthly in-services. Assists BCSSI staff with providing information and making referrals for services as requested by clients and their families. Attend to client needs as scheduled (Homemaking, Attendant Care, Respite and Personal Services)

Time: Part time employment.

Benefits: Simple IRA plans available. Ten (10) paid holidays.

Training: Initial indoctrination and on-the-job training. Attend workshops as it pertains to specific jobs.

Qualifications: Education beyond high school, college preferred. Work experience in social service setting in volunteer or staff capacity. Must have the capacity to organize and administer quality service and be able to balance paperwork, supervision, and client care. Must be able to relate positively to the elderly. Must have a satisfactory Criminal History report.

Essential Functions: Must be able to see, hear, listen, and have clear speech. Must be able to speak, read, write and understand the English language. Must be able to use the computer and calculator, as well as type. Must have dependable transportation and operate a motor vehicle. Must demonstrate good judgment and have appropriate decision making skills. Must have the ability to work alone as well as to work with and supervise others.

Exempt Status: This is not an exempt position.

Signature of Staff ___________________________ Date ________________________

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.