

## AssistedCare Services, LLC

### Chores Services Provider (CSP)

#### Job Description

<b>POSITION TITLE:</b>	Chores Services Provider (CSP)
<b>REPORTS TO:</b>	CSP Administrator
<b>WAGE:</b>	Competitive wage - DOE
<b>MISSION:</b>	To provide chore services that will assist a recipient in their ability to remain at home and maintain the home in a clean, sanitary and safe condition.

It is the policy of AssistedCare Services to provide reasonable accommodations to qualified individuals with a disability who are applicants for employment or employees.

#### DUTIES, RESPONSIBILITIES AND FUNCTIONS:

- I. Perform chore services approved under 7 AAC 43.1030 as part of a recipient's plan of care that do not exceed the limits under 7 AAC 43.1042. Chores services can include but are not limited to:**
- Housekeeping activities, including but not limited to: sweeping, mopping, dusting, and general straitening. **Only in consumer's area.**
  - Laundry activities, including but not limited to: washing, drying, folding, and putting away laundry, changing linen, mending and ironing clothes. **For Consumer only.**
  - Meals, including but not limited to: cooking, feeding, storing meals and washing dishes. **For Consumer only.**
  - Shopping activities, including but not limited to: grocery shopping and personal shopping. **For Consumer only.**
  - Transportation limited to: transporting the consumer in CSP's vehicle and assisting with shopping activities.
  - Performing heavy household chores such as washing floors, windows, and walls.
  - Help the client with planning and organizing household tasks.
  - Other similar tasks essential to maintaining the independent function of the client within his or her home.
- II. Completing accurate paperwork and submit on a timely basis:**
- Complete time sheets and notes documenting tasks performed each day of the pay period.

### III. Participate in supervisory meetings and job related training:

- Participate in phone/office meetings as deemed necessary.
- Participate in at least 10 hours of training each year.

### IV. Requirements and Qualifications:

- SKILLS AND KNOWLEDGE FOR CSP: No experience required.
- Be at least 18 years old
- Have a High school diploma **or** a GED **or** pass a test administered by the agency to confirm ability to read written instructions and to make appropriate chart notes.
- Have the ability to communicate through oral and written with the recipient, and the CSP administrator.
- Understand the nature and purpose of chore services and the general characteristics, limitations, and needs of clients.
- Understand the procedure for safely and competently performing the tasks to be accomplished for each client served.
- Ability to maintain confidentiality and keep sensitive information private.
- Possess personal characteristics such as dependability, ability to work independently, and have good decision-making skills.
- Ability to safely lift at least 40 pounds.
- Current CPR and First Aid are **preferred but not required**.
- Must be committed to the belief that persons with disabilities have the ability to direct their own care and live independently in their own homes with the proper assistance.
- Must have reliable transportation and current valid driver's license.
- Current Division of Motor Vehicle (DMV) driving record with no major driving offenses or crimes.
- Have proof of automobile insurance with the following minimum liability: \$300,000 Combined Single Limit Liability Bodily Injury & Property Damage **OR** \$100,000 Bodily Injury per Person/\$300,000 Bodily Injury per Accident/\$25,000 Property Damage per Accident/Split Limit Liability if needed to drive.
- **Submit a check** payable to the Department of Health & Social Services for a criminal background check. The cost for the background check is \$84.00. (\$34.00 for state processing , \$25.00 for FBI processing and \$25.00 for online processing).
- Two sets of fingerprints ( one set for local and another for federal check)
- Two letters of reference (written in past 5 years) and a current resume.
- Provide proof of negative TB (Tuberculosis) test or chest x-ray.
- Social Security Card. (copies of these items will be made by AssistedCare Services, LLC and original returned to you.
- Complete Form I-9 (Employment Eligibility Verification)
- Complete all conditions of employment prior to your first day of work.