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**Aroostook Agency on Aging ElderCare**

**Personal Care Attendant and Personal Services Specialist Positions**

# Keep this page and Job Description for Your Records; Return the availability form and application to ElderCare

If you have a certification as a nurse assistant (CNA) or personal care attendant (PCA) or personal services specialist (PSS), **include a copy of your certificate** with your job application. Thank you for considering employment with us!

**Qualifications:**

To qualify to be a **Personal Care Attendant** (PCA) or **Personal Services Specialist** (PSS), special training or certification is required. If you have **certification as a nurse assistant** (CNA), you qualify as a PSS. If you do not have PCA/PSS training, you must complete the course within 90 days of hire. We will pay for this 50-hour course at adult education programs and through online training. We provide bonus payments for 100% attendance at classes and a bonus payment for obtaining the PCA certificate. Once you complete your training successfully and obtain your certificate, we will provide you with a higher wage.

**Hiring Bonus:**

* No Certificate $250 Hiring bonus - Paid after 6 months of employment working 10 hours per week
* Already certified with a PSS/CNA/PCA Certificate - $500 hiring bonus paid at 6 months if you have worked at least 10 hours per week

**Benefits:**

* Partially paid health insurance if working 30+ hours weekly
* Free AAA Auto Club Membership—Renewal each January
* Free Training at Adult Education or Saco River Education for PSS Certification (if you don’t have it already)
* Incentive Payments for Training Attendance leading to Certification
* Free Hepatitis B & Covid Vaccination
* Free Agility and Endurance Tests prior to hire
* Free Employee Counseling – Employee Assistance Program
* EE contribution retirement
* EE paid dental insurance – must work 20 hrs. per week minimum
* Earned Paid Leave – you earn one hour of paid leave for every 40 you work, up to a Max of 40 hrs. per year
* Recruiting incentive-if you recruit a new employee and they name you as the employee who recruited them, you will be entitled to a $300 bonus when they complete 6 months of work with our agency

## With NO training certificate –

8-hour orientation paid at $14.00 per hour, if hired by agency and pending actual commencement of employment

**You may be hired with no certification but must complete training within 90 days of hire:**

Start at $14.00; **no** increase until completion of training and obtaining certificate; $.75 p/h more on weekend hours;  
 $1.50 p/h more on holidays worked.

## Personal Support Specialist (PSS) with PCA, CNA or PSS Certification:

Start at $15.00; $.75 p/h more on weekend hours worked; $1.50 p/h more on holidays worked

Effective January 1, 2019

# MY AVAILABILITY

NAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Town of residence, if different from mailing address on your application:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Please check ALL the days and times you are available to do the work you are applying for***.

\_\_\_\_Monday \_\_\_\_Tuesday \_\_\_\_Wednesday \_\_\_\_Thursday \_\_\_\_Friday \_\_\_\_Saturday \_\_\_\_Sunday

Comments on your days available:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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\_\_\_6 am-7am \_\_\_7 am-8am \_\_\_8 am-Noon \_\_\_Noon-3pm \_\_\_3 pm-5pm \_\_\_6 pm-7pm

\_\_\_7 pm-9pm \_\_\_9pm-midnight

Comments on your hours available:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **C:\Users\juliedoody\Documents\AAA logo.jpgElderCare Personal Support Specialist**  **Job Description** |

|  |  |
| --- | --- |
| **Position Title:** | **ElderCare Personal Support Specialist** |
| **Department:** | **ElderCare Services** |
| **Reports To:** | **ElderCare Manager/ElderCare Coordinator** |
| **Supervises:** | **N/A** |
| **Oversees:** | **N/A** |
| **FLSA Status:** | **Per-Diem** |
| **Last Revised/Approved:** | **January 2019** |

**POSITION SUMMARY:**

*Personal Support Specialist or Certified Nursing Aid will be responsible for completing tasks outlined in the Care Plan for each individual consumer.*

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Bathing and Dressing
2. Skin care
3. Feeding/easting assist
4. Transfers
5. Bed mobility
6. Ambulation
7. Health Maintenance
8. Toileting
9. Laundry
10. Grocery shopping
11. Meal preparation
12. Routine Housekeeping

**NON-ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Perform other related duties as assigned by immediate supervisor.

**STANDARDS OF BEHAVIOR:**

1. Be committed to the mission, vision and values of the Aroostook Agency on Aging.
2. Maintain confidentiality and protect the Agency by keeping information concerning clients, families, employees and agency operations confidential.
3. Communicate with and treat each consumer, community partner and co-worker in an honest, respectful and understanding manner.
4. Comply with all safety requirements and follow established policies, procedures and report all workplace injuries, incidents or concerns immediately.
5. Be neat, clean and appropriate in your personal appearance and hygiene.
6. Contribute to a positive, team-oriented work environment, by first listening, then sharing ideas and information freely and being open to the opinions, background and experiences of others.
7. Be punctual for scheduled work or meetings and use time appropriately.
8. Strive for quality, consistency, efficiency and be innovative, resourceful and creative in providing great customer service.
9. Take responsibility and ownership for decisions, actions and results.

**PHYSICAL REQUIREMENTS:**

*The physical requirements described here are representative of those that must be met by the Incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*While performing the duties of this job, the employee is regularly required to sit, talk, hear, and use hands and fingers for job duties. Must be able to follow verbal and written directions. The employee may occasionally lift and/or move up to 10 pounds. Specific vision abilities required by the job include close vision, distance vision, and the ability to adjust focus.*

**WORK ENVIRONMENT:**

*The work environment characteristics described here are representative of those the incumbent encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Work is performed in an office setting and in a variety of residential homes, some of which may be unsanitary.  Travel in all types of weather conditions.   Ability to remain calm in crisis situations.  Limited exposure to blood borne pathogens.

**QUALIFICATIONS NEEDED FOR POSITION:**

**Experience and Skill Requirements:** The following requirements and skills are considered essential:

* Certified as a CNA and is currently listed on State of Maine Certified Nursing Assistant registry or
* Certified as a PSS and is currently listed on State of Maine Personal Support Specialist registry or
* Willing and able to take, complete and pass a certified PSS Class, paid for by AAA.
* Comfortable with technology and learning new software as applies to the job.
* High attention to detail and organizational skills.
* Must be able to work independently with minimal supervision.
* Must be trustworthy, dependable and show up to work as scheduled.
* Must pass a physical and background checks
* Must have a valid driver’s license and reliable transportation.

\*\* All requirements and skills are essential, unless otherwise indicated. \*\*

**External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

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| **The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.** |

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Employee Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature Date

**APPLICATION FOR EMPLOYMENT**

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**

Qualified applicants receive equal consideration. No question is asked to exclude any applicant due to race, color, national origin, religion, age, sex, sexual orientation, disability, veteran status, or any other characteristic protected under local, state or federal law.

Name

Last First M.I.

Mailing Address

Email Address

Telephone # Cell Phone #

Position Applied For (Note: a separate application is required for each position posted)

How did you hear of the position?

# Education

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Schools** | **Name/Location** | **Circle Last Yr.**  **Completed** | **Major Courses** | **Diploma/Degree/**  **Certification** |
| High School |  | 7 8 9 10 11 12 |  |  |
| College |  | 1 2 3 4 more |  |  |
| Business or Trade School |  | Months Attended |  |  |
| Other |  |  |  |  |

# Employment History

Please list your complete employment history. List present or most recent employer first. Use an additional page, if necessary. **PLEASE FILL OUT COMPLETELY, EVEN IF YOU PROVIDE RESUME.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employer** | Employed (mo./Yr.)  From:  To: | Address/City/State |  | Reason for leaving |
| Type of work performed: | | | | |
| Name of supervisor and contact information: | | | | |
| **Employer** | Employed (mo./Yr.)  From:  To: | Address/City/State |  | Reason for leaving |
| Type of work performed: | | | | |
| Name of supervisor and contact information: | | | | |
| **Employer** | Employed (mo./Yr.)  From:  To: | Address/City/State |  | Reason for leaving |
| Type of work performed: | | | | |
| Name of supervisor and contact information: | | | | |

Are you presently employed? Yes 🞎 No 🞎 If so, may we contact your present employer? Yes🞎 No🞎

# If you served in the United States Armed Forces, briefly list the dates, rank, and skills acquired:

**Personal Information**

Are you able to perform the essential duties of the position you are applying for with or without reasonable accommodation Yes 🞎 No 🞎

Are you legally authorized to work in the U.S.? Yes 🞎 No 🞎

*Note: you will be required to furnish documents to verify your eligibility for employment in accordance with the Immigration Reform and Control Act and your employment is contingent upon furnishing such documents.*

Are you at least 18 years of age? Yes 🞎 No 🞎

Please list any special office/software skills:

Please list any special equipment skills:

Please list any other skills (including ability to speak another language):

If hired, when would you be available?

Are you related to any current employees or Board Members of Aroostook Agency on Aging?

If yes, please describe Yes 🞎 No 🞎

**Certifications, Registrations and Licenses**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Certification, Registration or License Type** | **Document Number** | **State** | **Date Issued** | **Exp. Date** | **Temporary/**  **Permanent** |
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|  |  |  |  |  | **□ T □ P** |
|  |  |  |  |  | **□ T □ P** |

**References (work references are preferred)**

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| --- | --- | --- | --- |
| **NAME** | **HOW THEY KNOW YOU** | **EMAIL ADDRESS** | **PHONE NUMBER** |
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I certify that the answers given by me to the foregoing questions and statements are true and correct to the best of my knowledge without consequential omissions of any kind. I agree that the Agency shall not be held liable in any respect if my employment is rejected or subsequently terminated because of false statements, answers or omissions made by me in this application. I understand that any misleading or incorrect statements may render this application void, and if employed, may lead to employment termination of employment. I understand that a medical examination based on the requirements of the position for which I am being considered may be required. I also voluntarily and knowingly authorize the companies, schools or persons named above to give any information requested regarding my former employment, character and qualifications. I hereby voluntarily and knowingly fully release and discharge, absolve, indemnify, and hold harmless said companies, schools or persons from any and all liability for any damages for issuing this information, except for the malicious and willful disclosure of derogatory facts concerning my employment made for the express purpose of preventing me from obtaining employment, which the party disclosing such facts knows to be untrue. In consideration of my employment, I agree to conform to the rules and regulations of this organization. My employment and compensation can be terminated with or without cause and with or without notice, at any time, at the option of either my employer or me.

Signature Date

Please mail the completed application to the following address:

Aroostook Agency on Aging

P. O. Box 1288

Presque Isle, ME 04769

OR SEND VIA EMAIL TO: Jennifer Griffin, Manager, ElderCare Svcs.   
Jenn.griffin@aroostookaging.org