

Personal Care Aide

General description of Duties:

Personal Care Aides are responsible to help implement IEP goals and objectives, implement adaption so children can function in a classroom setting, supports the child in the classroom, encourages and teaches independence and self-help skills to the child and walks to the child to and from the classroom.

Location: Houtzdale, Monday through Friday 9:00 AM to 3:00 PM

Qualifications

- High School diploma or G.E.D.
- Experience working with young children.
- A working phone number.
- Documented good physical health.
- Good mental health

Applicant should possess: the FBI fingerprint, State Police Criminal Background check, and Child Abuse History check before hiring. Please see links below:

- **PA Criminal Record** (State Police)- <https://epatch.state.pa.us>
- **FBI Clearance**- <https://uenroll.identogo.com>
- **Child Abuse History Check**- www.compass.state.pa.us/cwis
- **Mandated Reporting Certificate**-free-www.reportabusepa.pitt.edu.

Desirable Characteristics

- Dependable, highly motivated, and shows initiative.
- Ability to establish a relationship of trust and respect with staff, children and families.
- Ability to plan and organize work.
- Ability to facilitate individual and group situations.
- Receptive to training.
- Able to work without constant supervision.
- Pleasant personality.
- Belief in Head Start philosophy of "Reaching Children Through Families."

Physical Requirements

- Reach overhead.
- Lift and carry objects over fifty (50) pounds.
- Bend to a child's level and retrieve items from the floor.
- Stand for extended periods of time with reasonable breaks.
- Sit at child size tables.
- Walk and stand for periods of over one hour.
- Hold children on their lap.
- Physically restrain a child as needed following guidelines.
- Climb stairs

- Sit on the floor for over thirty minutes.
- Vision and hearing within normal limits.
- Hand wash and rinse dishes using chemical disinfectants.

Please submit resume to resume@cenclear.org by December 26, 2018.