

**DIVERSIFIED HUMAN SERVICES, INC.**

**JOB VACANCY NOTICE**

**POSITION:** Personal Care/Home Support Worker (Part-time, Multiple Positions)  
Services to the Aging (Canonsburg/Houston Area)

**PAY GRADE:** 4

**WAGE:** \$10.35/hr. (as a minimum)

**ESSENTIAL FUNCTIONS:**

- Performs personal care or home support related tasks to benefit the eligible consumer in their home.
- Provides a range of in-home care to consumers to maintain safety, health and personal hygiene.
- Completes tasks that render a safer, comfortable environment to include light housekeeping and homemaker services, as directed by Care Plan.
- Reports any unsafe or unusual circumstances or changes observed in consumer's health or physical condition to immediate supervisor, as soon as possible.
- Completes all required program documentation and work records and submits necessary progress and incident reports, in a timely manner.
- Adheres to all policies, laws, regulations and codes of ethics and confidentiality as outlined by federal and state laws, and agency policies and procedures.

**QUALIFICATIONS:**

- Ability to read, write and verbally communicate and follow directions
- Demonstrated knowledge of personal care techniques and home management experience.
- Ability to transport oneself daily to the consumer in an insured vehicle.
- Ability to assist physically limited consumers weighing up to 150 pounds.
- Ability to move about the consumers home to operate necessary household appliances.
- Must successfully obtain Criminal History Clearance from the PA State Police and Child Abuse Clearance from the PA Department of Human Services.
- Must not be excluded from participation in Medicare, Medicaid or any other federal health care program.
- Ability to work independently following specific instructions.

**QUALIFIED INDIVIDUALS MUST SUBMIT A LETTER OF INTEREST TO THE SOUTHWESTERN PENNSYLVANIA HUMAN SERVICES, INC., OFFICE OF HUMAN RESOURCES, 300 CHAMBER PLAZA, CHARLEROI, PA 15022-1607, ATTENTION: POSTING # 1874-NO LATER THAN APRIL 6, 2018.**

**EQUAL OPPORTUNITY EMPLOYER**