



**Aroostook Agency on Aging Home Care Services
Personal Care Attendant and Personal Services
Specialist Positions**

Keep this page for Your Records; Return the Application to AAA Home Care Services

If you have a certification as a nurse assistant (CNA) 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 Services Specialist (PSS)**, special training/certification **is required**. If you do not have this training, **you must complete the course within 90 days of hire**. We will pay for this 50-hour course at adult education programs or through Saco River online training. We provide a bonus payment for obtaining the PSS certificate.

Benefits:

- If you already have a certification (PSS, CNA, MA) we provide a \$500 hiring bonus to you after you work 15 hours per week for 6 months
- Partially paid health insurance if consistently working 33-40 hours per week
- Dental Insurance – Available to staff consistently working 20 hours per week, 100% EE paid
- Vision Insurance - Available to staff consistently working 20 hours per week, 100% EE paid
- Free AAA Auto Club Membership—Renewal each January
- Free Training at Adult Education or online for PSS Certification (if you do not have it)
- Free Hepatitis B Vaccination, if elected
- Free Employee Counseling (EAP)

Personal Support Specialist with NO training certificate –

6-hour orientation at \$15.00 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 \$15.00; **no** increase until completion of training and obtaining certificate; \$.75 p/h more on weekends; \$1.50 p/h more on Holidays

Personal Support Specialist (PSS) with PSS Certification:

Start at \$17.250; \$.75 p/h more on weekends; \$1.50 p/h more on Holidays

Effective 10/1/2023

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: _____

___ 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: _____

Home Care Services Personal Support Specialist Job Description

Position Title:	Personal Support Specialist
Department:	Home Care Services
Reports To:	Home Care Manager & Home Care Coordinator
Supervises:	N/A
Oversees:	N/A
FLSA Status:	Per-Diem
Last Revised/Approved:	October 2023

POSITION SUMMARY:

Personal Support Specialist 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/eating 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.
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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.
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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 and ability to use personal smartphone.
- 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, drug test and background checks.
- Must have a valid driver’s license and reliable transportation.
- Must have basic computer skills and ability to check work email and log into scheduling software using your personal smartphone.

** 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.

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.

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?(if current employee put their name here)

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.

Employer	Employed (mo./Yr.) From: To:	Address/City/State		Reason for leaving
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Type of work performed:

Name of supervisor and contact information:

Employer	Employed (mo./Yr.) From: To:	Address/City/State		Reason for leaving
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Type of work performed:

Name of supervisor and contact information:

Employer	Employed (mo./Yr.) From: To:	Address/City/State		Reason for leaving
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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
					<input type="checkbox"/> T <input type="checkbox"/> P
					<input type="checkbox"/> T <input type="checkbox"/> P
					<input type="checkbox"/> T <input type="checkbox"/> P

References (work references are preferred)

NAME	HOW THEY KNOW YOU	EMAIL ADDRESS	PHONE NUMBER

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

Email completed packet to Julie.Doody@aroostookaging.org.