



PERSONAL CARE ASSISTANT (ONE-ON-ONE)
Position Description

Title: Personal Care Assistant (One-on-One)
Location: Pamlico County Schools
Terms of Employment: 10 months, Full Time
Effective Date:
FLSA Status: Non-Exempt

Purpose

The Personal Care Assistant will work closely with an individual student in an effort to provide them with the physical help and emotional support they need to gain maximum benefits from the educational experience.

Qualifications

- Associates' Degree or have 48 semester hours of college coursework preferred

Duties and Responsibilities

- Assists student(s) with personal hygiene, grooming functions, toileting, and other self-help skills
- Provides physical care for assigned student(s) such as changing diapers and clothes and positioning students on orthopedic equipment
- Lifts student in/out of wheelchairs, assisting students off of floor, toilet/changing table
- Supervises student(s) in a variety of situations – observing behavior or students carefully to ensure that they do nothing to injure themselves or others
- Assists student to/from and on/off buses, securing and releasing seatbelts, vest, and wheelchairs, lifting student, pushing wheelchairs, lifting unoccupied wheelchairs, fathering personal possessions, and receiving messages or special instructions from home
- Performs other duties as assigned by immediate supervisor

Skills and Abilities

- Experience in knowledge of students needs at different ages, educational and developmental levels
- Maintain confidential student information
- Ability to communicate effectively using speech, vision, and hearing, and the use of hands for simple grasping and fine manipulations

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