

SPRINGFIELD CENTER FOR INDEPENDENT LIVING
330 South Grand Avenue West
Springfield, Illinois 627M
217/523-2587

PERSONAL ASSISTANT TRAINING PROGRAM INFORMATION

OVERVIEW

Springfield Center for Independent Living (SCIL) provides Personal Assistant training and refers Personal Assistants to people with disabilities. SCIL is not an agency that sends people out on homemaker assignments. You must be trained as a Personal Assistant (PA) to be on SCIL's referral list.

The Springfield Center for Independent Living does not employ you. The person with the disability (consumer) employs you. The consumer will interview you, hire you, review your work performance and, if necessary, terminate your employment. While SCIL checks employment references, the consumer will run a Criminal Background Check prior to hiring a Personal Assistant.

As a Personal Assistant, you are paid by the Illinois Department of Human Services, Office of Rehabilitative Services (ORS) (217) 782-4830. This office is located at 535 West Jefferson Street., first floor, Springfield, IL 62702.

WHAT IS A PERSONAL ASSISTANT?

A Personal Assistant (PA) is an individual who assists a person with a disability in routine functions of daily living. Depending on the consumer's abilities, the assistance may include dressing, grooming, bathing, toileting, transfers, meal preparation, housekeeping, shopping, transportation or light secretarial duties. A Personal Assistant is not a custodial person who makes decisions about care, but an important individual who works for a person with a disability enabling them to function independently.

PERSONAL ASSISTANTS AND THE INDEPENDENT LIVING PHILOSOPHY

PA services may well be the key to Independent Living for many persons with disabilities. Although the person with a disability (consumer) is sometimes dependent for the most basic personal needs, it is important that the delivery of personal care services minimize dependence.

How is this accomplished? How does a PA promote independence? The answer is simple: ATTITUDE. Always remember you, as a PA, are an employee of the consumer. The consumer is not a patient. The consumer, your employer, is a person who is purchasing a service and is capable of controlling his/her care and life.

Persons with disabilities, like anyone else, want to participate in social and recreational activities, education, volunteer work, or in gainful employment. The services of a Personal Assistant enable the consumer to participate in these activities, thus enabling them to be more independent and make their own choices.

QUALIFICATIONS FOR BEING A PERSONAL ASSISTANT

- At least 18 years old.
- Dependable, responsible, patient and flexible.
- Sensitive to the needs of people who have physical or mental disabilities.
- Willing to be employed and trained by persons with disabilities.
- Able to take directions from your employer (the consumer).
- Maintain clean personal habits.
- Must have reliable transportation.
- Must have reliable child care (if applicable).

PERSONAL ASSISTANT RESPONSIBILITIES

- Resolve questions regarding your employment prior to beginning work.
- Arrive at scheduled time ready to work.
- Notify your employer if you are going to be late for any reason.
- Call your employer if you can't make it to work.
- Call the PA Specialist to schedule a backup PA if you know you won't be able to work.
- Schedule time off as far in advance as possible.
- Maintain records of the hours you have worked.
- Submit your timesheet to ORS as soon after the 15th and 31st of the month which will assist in you being paid in a timely fashion.
- Be as courteous as possible.
- Complete your job duties as well as possible within the time constraints.
- Respect the property of your employer.
- Confidentiality. Respect the privacy of your employer.
- Do not use your employer's phone without asking.
- Do not make personal calls from your employer's phone.
- Bring your own food to your job. Do not eat your employer's food without permission.
- Do not ask to borrow money from your employer
- Do not ask for bus fare or parking money — this is your responsibility.

GROUNDS FOR TERMINATION

- Two (2) no shows without calling your employer in advance.
- Stealing from your employer
- Verbal or physical abuse or neglect of your employer.
- Intoxication or drug or alcohol use while working.

If you are fired for any of the above reasons, you will be removed from the SCIL Personal Assistant Referral List. SCIL will no longer refer you out for employment.

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