

CLASS TITLE: **Personal Care Attendant**

CHARACTERISTICS OF THE CLASS: Under supervision, serves as personal assistant to and transports disabled municipal employees to various worksites and other City locations; and performs related duties as required.

ESSENTIAL DUTIES: Acts as confidential personal assistant to disabled employees requiring reasonable accomodation; assists with personal hygiene, toileting and other reasonable accomodation requests; drives a van or automobile to transport employees and to deliver or pick up mail, supplies, and equipment; assists staff with various clerical activities in the department such as answering the telephone and photocopying; assists staff in the use of physical aides as required.

RELATED DUTIES: Assists with the set up and break down of meeting room accomodations; prepares daily vehicle operating reports recording gasoline usage and mileage; conducts safety inspections of a vehicle; makes minor adjustments to office furniture.

MINIMUM QUALIFICATIONS:

Training and Experience. Successful completion of a Personal Assistant Certification program, and a knowledge of the geography of the City of Chicago, or an equivalent combination of training and experience is required.

License Requirement. A valid State of Illinois driver's license is required.

Knowledge, Abilities and Skill. Good knowledge of the provisions of the Americans with Disabilities Act. Good knowledge of safe driving practices and Illinois Rules of the Road. Good knowledge of street locations within the City of Chicago.

Ability to be sensitive to the needs of people with disabilities and maintain confidentiality. Ability to operate a motorized passenger vehicle. Ability to follow oral and written instructions. Ability to assist others using a variety of auxillary aides.

Skill in the operation of a motorized vehicle. Good human relations skills.

Physical Requirement. Must be able to frequently lift and carry auxillary aides, supplies and equipment weighing up to 35 pounds.

Code: 3005
Health and Welfare Service
Medical and Social Service Group
Human Relations Series

CLASS TITLE: **Personal Care Attendant** (Cont'd)

Working Conditions. INSIDE: General office environment.
OUTSIDE: Unavoidable exposure to inclement weather.

Equipment. Van or automobile, two-way radio and standard office equipment. Assists others in the use of auxillary devices.

NOTE: While the list of essential duties is intended to be as inclusive as possible, there may be other duties which are essential to particular positions within the class.

April, 1996