

**WE'RE  
HIRING !!!**



**Family Service**  
SUPPORT. STRENGTHEN. SERVE.

Date posted: 11/20/18  
Date closed: 12/20/18  
**Or when filled**

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| <b>Job Title</b>                       | <b>Personal Care Assistant I</b>   |
| <b>Requisition Number</b>              | 2018-0045  |
| <b>Department/Program</b>              | Seniors Services (At Your Service)   |
| <b>Location</b>                        | <b>The Main Office:</b> 702 San Pedro Ave. San Antonio, TX. 78212  |
| <b>Position Type</b>                   | Full-Time/ Non-Exempt  |
| <b>Work Days/Hours</b>                 | Up to 40 hours/week (Monday –Friday & Occasional weekends)   |
| <b>Pay Rate</b>                        | \$10.00 per hour   |
| <b>Job Summary</b>                     | The Personal Care Assistant provides culturally sensitive and respectful personal care and home management support for service recipients in their chosen place of residence. Duties include, but not limited to, providing in-home personal care/home management, meal planning and/or preparation, correspondence and errands as necessary.  |
| <b>Competencies &amp; Skills</b>       | <p><u>Achievement Focus:</u></p> <ul style="list-style-type: none"> <li>Sets and achieves challenging goals. Demonstrates persistence and overcomes obstacles. Measures self against standard of excellence. Recognizes and acts on opportunities. Takes calculated risks to accomplish goals.</li> </ul> <p><u>Adaptability:</u></p> <ul style="list-style-type: none"> <li>Adapts to changes in the work environment. Manages competing demands. Accepts criticism and feedback. Changes approach or method to best fit the situation.</li> </ul> <p><u>Customer Service:</u></p> <ul style="list-style-type: none"> <li>Displays courtesy and sensitivity. Manages difficult or emotional customer situations. Meets commitments. Responds promptly to customer needs. Solicits customer feedback to improve service.</li> </ul>  |
| <b>Qualifications &amp; Experience</b> | <p><u>Required</u></p> <ul style="list-style-type: none"> <li>At least one year’s experience in direct care of service recipients in an institutional setting.</li> <li>At least one year full time-time experience within the last five (5) years in direct patient care in a home health or institutional setting.</li> <li>While performing the duties of this job, you must be able to stand, walk, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk and hear, and taste or smell.</li> <li>Candidate must be able to lift up to 50 pounds, have close vision, color vision, depth perception, and ability to adjust your focus with good hand-eye coordination.</li> </ul> <p><u>Preferred</u></p> <ul style="list-style-type: none"> <li>High School Diploma or GED equivalent.</li> <li>Current certification as a Nurse Aide with the Texas Department of Health.</li> <li>Fluent in English and Spanish (read, write, and speak).</li> </ul> |

Interested applicants should send resume/application to:

[Recruiting@family-service.org](mailto:Recruiting@family-service.org)

(Please include **Job Title** and **Requisition Number** in correspondence)

Equal Opportunity Employer