



**Big Lake Country Club**  
**PO Box 520069**  
**Big Lake, AK 99652**  
**Office: (907) 892-6944 / Fax: (907) 892-6945**

Position Title: Group Home PCA  
Job Levels: N/A  
Classification: Non-Exempt  
Approved by: L. Plettner

### **Reporting Relationships**

Position Reports to: Administrator, Administrator Designees, House Manager  
Positions Supervised: N/A

### **Position Purpose**

The Group Home PCA provides residential-based habilitation services to residents. This position ensures the ongoing safety of all clients and staff, including adherence to all applicable federal, state, local, safety and health, fire and life safety, and sanitation regulations/laws. This position actively addresses each recipient's service plan in a residential setting, as well as ensuring the client's daily needs are met within a caring home environment. In addition, this position proactively assesses, maintains, and works to improve client service and wellbeing.

### **Essential Functions and Basic Duties**

- Familiarizes self with resident's individual service plan, group home service goals, and behavior plans to determine likes, dislikes, wants and needs in order to develop an overall strategy for program planning.
- Works with the resident, family, care coordinator and other members of the team to identify the resident's likes, dislikes and strengths along with establishing long term goals.
- Maintains age appropriateness of home activities and resident dignity, which focuses on independence and ADL/IADL skill development.
- Assists the Administrator in establishing a weekly activity schedule for all consumers and staff.
- Reports any difficulties, conflicts or problems to the Administrator in a timely manner.
- Provides assistance to other Group Home PCAs as needed to clarify the delivery of individualized care to consumers.
- Attends and participates in all required training and meetings for programs and residents.
- Provides direct care, as needed, i.e. ADL skills.
- Must be able to work flexible hours and remain on duty until relief personnel arrive.
- Must be able to transport self and consumers in an agency-provided vehicle.
- Must maintain any required licenses and/or certifications.
- Supports the Goals and Mission of Big Lake Country Club.
- Ensures that communications and personal performance reflect the Agency's commitment to teamwork, compliance with policies and procedures and respect for residents and staff.
- Exercises computer and office technology expertise that is required to fulfill job responsibilities and assignments.
- Attends and participates in required BLCC meetings, staff development and training programs.



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- Establishes and provides clear and legible documentation and compliance records required by Big Lake Country Club and other government agencies.
- Provides other job-related support and services as required or assigned by management.
- Maintains confidentiality of residents, families, agency while interacting with care providers and/or other professional and members of the public interacting with clients, families, and care coordinators.

### **Education/Knowledge/Experience Requirements**

- Associate degree in human services or other related field and two years of related experience; or a combination of education and experience, which in the judgment of the employer, equals this standard.
- Demonstrated knowledge and understanding of mental retardation and other developmental disabilities and principles to promote skills development.
- Demonstrated excellent written and verbal communication skills.
- A valid Alaska driver's license and a driving record acceptable to the Agency's insurance carrier.

### **ADA-Related Information**

#### Physical Activities and Requirements

Physical Effort	Rarely	Occasionally	Frequently	Continuously
1. Sitting		X		
2. Standing			X	
3. Walking			X	
4. Bending Over		X		
5. Crawling	X			
6. Climbing	X			
7. Reaching Overhead		X		
8. Crouching	X			
9. Kneeling	X			
10. Balancing		X		
11. Pushing & Pulling		X		
12. Talking			X	
13. Repetitive use of hands/arms		X		
14. Repetitive use of legs		X		
15. Grasping		X		
16. Lifting				
10 lbs or less			X	
11 to 25 lbs			X	
26 to 50 lbs		X		



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51 to 75 lbs	X			
Over 100 lbs	X			
17. Carrying				
10 lbs or less			X	
11 to 25 lbs			X	
26 to 50 lbs		X		
51 to 75 lbs	X			
Over 100 lbs	X			
18. Eye/Hand coordination			X	
19. Fine manipulation			X	

### Mental Activities and Requirements

<b>Mental Effort</b>	<b>Rarely</b>	<b>Occasionally</b>	<b>Frequently</b>	<b>Continuously</b>
1. Thinking analytically			X	
2. Communication				
Using effective verbal communication				X
Using effective written communication				X
3. Handling stress & emotions				X
4. Concentrating on tasks				X
5. Remembering names				X
6. Remembering details				X
7. Making decisions				X
8. Adjusting to changes			X	
9. Examining/observing details			X	
10. Discriminating colors			X	

### Performance Requirements

<b>Performance</b>	<b>Rarely</b>	<b>Occasionally</b>	<b>Frequently</b>	<b>Continuously</b>
1. Attendance				
On Call				X
Irregular Hours (Evening, Weekends)				X
Maintaining Work Schedules				X
2. Attending work-related meetings			X	
3. Directing others			X	
4. Handling Confidential Information				X



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5. Remembering names				X
6. Remember details				X
7. Making decisions				X
8. Adjusting to changes			X	
9. Staying organized				X
10. Using math/calculations		X		

Working Conditions (Environmental Factors)

<b>Environmental Factors</b>	<b>Rarely</b>	<b>Occasionally</b>	<b>Frequently</b>	<b>Continuously</b>
1. Inside				
Hot/Heat	X			
Cold	X			
2. Outside				
Hot Temperature	X			
Cold Temperature			X	
Humid	X			
3. Hazards				
Biological		X		
Chemical		X		
Electrical	X			
Radiation	X			
Sharp Objects/Tool		X		
Heavy Machinery	X			
Other	X			
4. Unprotected Spaces				
High Places/High Heights	X			
Constricted Spaces (underground)	X			
5. Dirty (Soil)		X		
6. Dry			X	
7. Fumes, Gases, Odors, Dust	X			
8. Grease, Oil, Mud	X			
9. Moving Mechanical Parts	X			
10. Noise	X			
11. Hot Temperature (Devices)				
Burners	X			
Flame Torches	X			
12. Vibration	X			
13. Wet, Slippery Floors/Surfaces			X	
14. Working w/others				X



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15. Working alone		X		
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### **Intent and Function of Job Descriptions**

Job descriptions assist organizations in ensuring the hiring process is fairly administered and qualified employees are selected. Job descriptions are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well-constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the positions. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all-inclusive. Additional functions and requirements may be assigned by supervisors, as deemed appropriate.

In accordance with the American Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.

Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees may be terminated for any reason not prohibited by law.