

**MENTAL HEALTH ASSOCIATION IN WASHINGTON COUNTY  
ENHANCED PERSONAL CARE HOME  
SOCIAL SERVICES AIDE 1 PT  
JOB DESCRIPTION**

**Title:**  
**Social Services Aide 1**

**Code:**  
**P4001**

**Pay Range:**  
**25**

**I. Definition**

The Social Services Aide 1 (EPC Technician) assists consumers with personal activities of daily living. He/She receives assignments from the Program Director.

**II. Duties**

1. Treat all consumers with dignity and respect
2. Assist consumers in reaching goals and objectives by instructing residents in the proper techniques for tasks of daily living
3. Maximize a therapeutic structured environment through individualized support and therapeutic activity sessions
4. Transport and accompany assigned consumers to programs and activities
5. Chart consumer's accomplishment of specific goals
6. Responsible for the general safety of resident at all times
7. Record all incidents of an emergency nature (accidents, abuse, or inappropriate behavior) and reports to program director immediately
8. Responsible for safe guarding resident's rights and maintaining confidentiality
9. Ensure that the physical surrounding of the EPC and its vehicle are free from hazard at all times and report irregularities immediately to the program director
10. Make medications available for resident's self-medication as prescribed by the physician
11. Other duties as required

**III. Required/Recommended Skills**

1. Excellent interpersonal skills and empathy for residents
2. Full realization of the ramifications of confidentiality
3. Personal care and mental health training
4. Must understand the symptoms and behavior of the mental health consumer
5. Ability to lead groups
6. Organizational skills
7. Record keeping
8. Creative with good problem solving and analytical skills
9. Assertive and capable of independent action when initiative required
10. CPR and First Aid training
11. Willing and able to drive as required

**IV. Educational and Background Requirements**

High School graduate, Act 33/34 clearances, valid Pennsylvania driver's license, state police motorist's clearance, and bondable

**Salary**

**\$10.00 hour**

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Signature

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Date