



Absolute Care LLC

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CAREGIVER / DSP / PCA JOB DESCRIPTION

A Caregiver, Direct Support Professional (DSP), or Personal Care Assistant (PCA) is a trained individual who provides essential support services to people who are elderly, disabled, or living with physical, developmental, or mental health conditions. These professionals play a vital role in helping individuals maintain their independence, dignity, and quality of life while living at home or in community settings.

Their responsibilities may include:

- Assisting with Activities of Daily Living (ADLs) such as bathing, dressing, grooming, toileting, eating, and mobility.
- Supporting Instrumental Activities of Daily Living (IADLs) like meal preparation, light housekeeping, medication reminders, and transportation.
- Implementing individualized care or support plans developed in collaboration with case managers and care teams.
- Promoting community inclusion, engagement, and social interaction.
- Ensuring health, safety, and well-being, while respecting the client's rights, preferences, and cultural values.

These roles are often provided under programs such as Minnesota's 245D Home and Community-Based Services (HCBS) or Personal Care Assistance (PCA)/Community First Services and Supports (CFSS), and must comply with all relevant training, documentation, and ethical standards.

Additional duties may include the following:

- Teaching self-care skills, cooking meals and doing laundry.
- Assisting clients with daily personal tasks, including bathing and dressing
- Overnight assistance and monitoring provided by awake staff in the client own home.
- Helping maintain or increase the person's physical, mental, emotional and social functioning.
- Completing housekeeping tasks such as vacuuming, washing dishes and tidying
- Helping plan client appointments and organize a schedule
- Organizing with transportation arrangements to appointments
- Shopping for groceries and preparing meals that meet specific client dietary needs
- Encouraging client engagement in social networks and communities
- Night supervision staff (DSP) is required to be awake during the shift of the service

Caregiver / DSP / PCA Job Requirements:

- Must be 18 years or older
- Must have current driver's license
- Must have a reliable transportation and current auto insurance
- Must successfully clear background check
- Must be able to read, write and communicate in English
- High school degree required, some college in a related field desirable
- Strong communication skills
- Detail-oriented with an emphasis on safety
- Must be a team player and self-directed
- Previous experience working with individuals with disabilities preferred