

## Appendix E

### Personal Assistant (PA) Duty Statement PAFN Shelter

Personal Assistant (PA) staff/volunteers will assist people with access and functional needs (PAFN) with non-medical services to allow individuals to remain in shelters. Family members/caregivers may act as PAs if available and willing. A FAST member will coordinate with the family to ensure continuing support is maintained. Not all PAFNs will require continuing support by a PA.

#### Duties/Responsibilities

The following PA duties will be provided at the direction of the FAST and may include some or all of the following:

- Feeding
- Dressing
- Restroom assistance which may include bowel, bladder and menstrual care.
- Bathing
- Assistance taking medication
- Lifting and transferring
- Communicating with shelter staff
- Completing forms
- Other duties as required

#### Qualifications/Screening

PAs staff/volunteers must provide the following information and meet the qualifications identified:

##### I For PAs that have pre-registered

- Two personal or professional references from non-relatives.
- Disclosure of any history of criminal convictions.
- A government issued photo ID.
- An interview/screening that identifies work history, skills, training and personal qualities that would make them a good PA staff/volunteer.

##### II Spontaneous

- Willingness to assist others.
- Self-certification of no criminal convictions.
- Willingness to submit to background check.

#### Potential PAs (preregistered) will be rejected for the following reasons:

- Failure to disclose a previous criminal conviction on their application.
- Any felony conviction.
- Any criminal violations that represent a threat to health, safety, or personal rights of consumers.

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- Any violation of Elder/Dependent or Child Abuse Criminal Laws or the demonstration of a pattern of suspected or substantiated Elder/Dependent, or Child Abuse.

### **PA Staff Position Sources**

The following are potential sources for PAs from public organizations such as:

- National and local Volunteer Organizations Active in Disasters (VOAD), Non-governmental Organizations (NGO), Community-Based Organizations (CBO), Independent Living Centers, Area Agencies on Aging, Regional Centers, volunteer centers, etc.
- Members of Faith-Based organizations (FBO).
- Public Authorities – IHSS
- Community Emergency Response Teams (CERT)
- Recruit PAs from existing shelter population who are willing and able to assist.
- Recruit PAs from retired state employees (i.e. ask for interest/agreement to work as volunteers during disasters in their exit interviews).