



Enabling independent living through supportive assistance.

Personal Care Attendant (PCA)

Job Title: Personal Care Attendant (PCA)

Department: PCA, llc

Reports to: Tanya Husby, PCA Managing Director

Type of position: Part-time

Application Deadline: August 1, 2026

Position Overview:

A Personal Care Attendant (PCA) provide individualized support to clients, assisting them in completing essential activities of daily living. These may include meal planning and preparation, grocery shopping, apartment upkeep, laundry, and organizational tasks, as outlined in each client's personalized skill plan. Attendants implement these plans using a variety of supportive strategies, such as supervision, cueing, reminder systems, hands-on assistance, and modeling to promote independence and skill development.

Organization:

PCA, llc is a subsidiary of Down Syndrome Innovations. At Down Syndrome Innovations, our life-changing support and services empower people with Down syndrome to live to their fullest potential. We serve as the expert resource and lead community mobilizer, sharing knowledge and creating solutions for people with Down syndrome. Our values include community, innovation, individuality, passion, and trust. For more information, visit the website: <https://www.downsyndromeinnovations.org/>

Personal Care Attendant (PCA) responsibilities include, but not limited to:

- Supporting clients with meal planning, nutrition, and meal preparation
- Assisting with grocery shopping and accompanying clients to stores
- Providing transportation to appointments (medical, personal, etc.)
- Communicating with families regarding client health and safety
- Helping clients break tasks into manageable steps and complete them
- Supporting household chores and maintaining organized living spaces
- Using positive, individualized strategies to manage frustration or overwhelm
- Reinforcing positive coping skills
- Assisting them in tending to hygiene and appearance
- Documenting services in an electronic reporting system

Qualifications:

- Must be 18+ years old.
- High School Diploma/GED required.
- Clear background check required.
- Experience working with individuals with developmental disabilities.
- Excellent interpersonal skills and ability to work with people from diverse backgrounds.
- Confirmed experience making a positive contribution to work culture (per references).

Additional Information:

- Hiring for multiple PCA's (Part-Time for daytime, evening, or weekend hours)
- Wage is \$16-17 per hour depending on experience
- Send cover letter and resume to tanya@kcdsi.org to be considered for the position.
- To further discuss this position, please contact Tanya Husby at tanya@kcdsi.org