

# **The Arc Noble County Foundations**

## **Job Description: Community PAC Provider**

**Essential Job Functions:** The Community PAC provider will support individuals while embracing the agency's mission and vision. The Community PAC Provider will empower each individual to direct their own life choices. Job duties may include, but are not limited to, the following:

- Support each individual to achieve their personal goals by encouraging choices and independence;
- Encourage each individual to discover their best life in context of their community and a vocational path, if applicable;
- Develop opportunities to include each individual in the community to the fullest extent possible;
- Provide direct support, positive direction and assistance to each individual as outlined in each individual's Person Centered Individual Support Plan (PCISP), risk plans and in cooperation with the individual's team;
- Ensure health and safety by following all health, safety and emergency procedures while encouraging individuals to do the same;
- Assist an individual with personal care, when necessary;
- Assess and instruct each individual in the performance of tasks such as, but not limited to, independent living skills, vocational preparation and work;
- Ensure each individual exercises rights and rights are not restricted without due process;
- Ensure each individual is treated with dignity and respect;
- Complete all applicable documentation;
- Provide transportation, as necessary, to individuals supported by the agency; applicant please initial here: \_\_\_\_\_;
- Work in various locations;
- Work irregular hours (if necessary) to accomplish workload; including driving open van routes; and
- Complete other duties as assigned.

Special Considerations for PAC providers (Communication while working remotely is key to the success in the position.):

- Utilizes the EVV system to start service and end service.
- Submits PAC documentation by the end of your shift via Microsoft Teams.
- Notifies program managers or CEO of incident reports or other significant issues.

### **Reports to the Community Life Director.**

**Qualifications:** Must be 18 years of age and meet the physical demands, and other competencies as further outlined in this job description.

**Certificates, Licenses or Registrations:** As applicable, must possess a valid driver's license and good driving record as defined by the agency's policies. Must have access to a vehicle in sound operating condition and proof of current auto insurance. Must have clear background checks and certifications as defined by regulations and policies. Must pass, obtain, and maintain the Home & Community Support Professional Certificate through the Indiana Family & Social Services Administration. This position does not pass any medications. Must complete and pass any trainings as specified by the agency.

**Physical Demands:** Ability to do daily standing, bending, and lifting, to sit for long periods of time and to secure wheelchairs in accessible vehicles.

**Other Competencies (skills, abilities, behavior):** The successful candidate will be punctual, flexible in respect to hours of work, work location and changing conditions, manage diverse relationships, plan ahead, problem solve, work as a team, demonstrate an interest in and empathy for individuals, and successfully complete and apply all training.

Reviewed: 3-2001, 4-2007, 3-2010, 3-2011, 3-2012, 2-2013, 6-2014; 6-2015; reviewed by Direct Support Professionals, Program Managers, Facility Manager, Executive Director and Board of Directors, April 2016; revised January 16, 2019 by CFO; revised February 5, 2019 by the CEO. Reviewed by the Board of Directors February 12, 2019. Revised through staff input by the CEO. Revised through staff input by the CEO. Includes Covid-19 considerations and the inclusion of the Industrial Preparation work group. Includes revision of physical demands. August 25, 2020. The Physical Demands section was also revised as required by the Indiana Department of Transportation 5310 Program Review Final Report dated December 27, 2021 by the CEO. Revised by the CEO, March 23, 2022 to expand reporting structure. Reviewed and revised by the CEO, PAC Manager and CFO to reflect agency transformation, June 2023. Reviewed and revised by the CEO and PAC manager to reflect updated documentation submission process, November 2024. Reviewed by management team February 3, 2025 to reflect no longer requiring high school diploma/GED, change in EVV process and PAC documentation process. Updated by CEO 07/30/2025 to add requirement of HCSP certificate and trainings specified by the agency. Reviewed by CEO September 23, 2025. Updated February 2026 to reflect change in reports to. Revised by the CEO July 2026 to reflect this position does not pass medications to align with the new requirement of the Home & Community Support Professional Medication Administration (MedAdmin) training and presented to the Board August 2026.

**The Arc Noble County Foundations**  
Receipt of Job Description

I, \_\_\_\_\_, have received the job description for Community PAC Provider.

Signature: \_\_\_\_\_

Signature of direct supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

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