

PERSONAL CARE ATTENDANT (PCA) JOB DESCRIPTION

Description:

- ◆ Personal Care Attendants provide service to individuals in their own homes and communities, who need assistance caring for themselves as a result of old age, sickness, disability and/or other inflections. Personal Care may include assistance with the activities of daily living (ADL) & (IADL's) Instrumental Activities of Daily Living needs, housecleaning, laundry, and meal preparation.
- ◆ Personal Care Attendants are responsible for ensuring that service is delivered in a caring and respectful manner, in accordance with relevant Agency policies and industry standards.

Reporting Relationship:

- ◆ Reports to Supervisor.

Responsibilities/Activities:

- ◆ Assist with the activities of daily living (ADLs/IADLs) needs and personal care including but not limited to the following:
 - bathing
 - shaving
 - ambulation
 - mouth care
 - dressing
 - exercise
 - hair care
 - feeding
 - toileting
 - nail care
 - positioning
 - medication reminding
 - skin care
 - transferring
 - laundry
- ◆ Ensure client's safety and security by supervising the home environment.
- ◆ Perform meal preparation, routine housekeeping activities such as making/changing beds, dusting, vacuuming, washing floors, cleaning kitchen and bathroom, and laundry.
- ◆ Provide companionship including social interactions, conversations, emotional reassurance and encouragement of activities that stimulate the mind.
- ◆ Perform/assist with essential shopping/errands, which may include handling the client's money in accordance with the care plan.
- ◆ Assist clients with following a written, special diet plan and reinforcement of diet maintenance, which is provided under the direction of a Physician and as identified on the care plan.
- ◆ Accompany clients to medical facilities, errands, shopping and outings as specified in the care plan.
- ◆ Assist clients with communication by writing or typing correspondence for them or researching information for them.
- ◆ Participate with the client's family meetings by providing input and making suggestions related to personal care services.
- ◆ Ensure service is delivered in accordance with all relevant policies, procedures and practices.
- ◆ Monitor supplies and resources.
- ◆ Evaluate the program and make recommendations to it, as indicated.
- ◆ Follow the written care plan.
- ◆ Carry out duties as assigned by the Supervisor.
- ◆ Observe clients and their environments and reports unsafe conditions to Supervisor.
- ◆ Observe clients and their environments and reports behavior, physical and/or cognitive changes and/or changes in living arrangements to Supervisor.
- ◆ Complete and maintain records of daily activities, observations, and direct hours of service.
- ◆ Attend orientation, in-service training sessions and staff meetings.
- ◆ Develop and maintain constructive and cooperative working relationships with others.
- ◆ Make decisions and solve problems.
- ◆ Communicate with Supervisor and co-workers.
- ◆ Observe, receive and obtain information from relevant sources.
- ◆ Performs other duties as required.

Required Knowledge:

- ◆ Knowledge of personal care and home management skills.
- ◆ Knowledge of principles and processes for providing client and personal care services, including needs determinants, meeting quality standards and evaluation of client satisfaction.
- ◆ Knowledge of the English language.
- ◆ Knowledge of clerical procedures such as documenting, maintaining records and completing forms.

Required Skills/Abilities:

- ◆ The ability to competently assist clients with their activities of daily living (ADL).
- ◆ The ability to be aware of other people’s reactions and understanding why they react as they do.
- ◆ The ability to establish and maintain relationships.
- ◆ The ability to listen actively.
- ◆ The ability to identify problems and determine effective solutions.
- ◆ The ability to apply reason and logic to identify strengths and weaknesses of possible solutions.
- ◆ The ability to monitor and assess clients and effectiveness of service.
- ◆ The ability to understand written and or oral instructions.
- ◆ The ability to communicate information orally so others understand.
- ◆ The ability to communicate in writing so others understand.
- ◆ The ability to work independently and in cooperation with others.
- ◆ The ability to determine or recognize when something is likely to go wrong.
- ◆ The ability to suggest a number of ideas on a subject.
- ◆ The ability to perform activities that use the whole body.
- ◆ The ability to handle and move objects and people.
- ◆ The ability to provide advice and consultation to others.
- ◆ The ability to observe and recognize changes in clients.
- ◆ The ability to establish and maintain harmonious relations with clients/families/co-workers.

Physical and Mental Demands:

- ◆ Good physical and mental health.
- ◆ Physical ability to stand, walk, use hands and fingers, reach, stoop, kneel, crouch, talk, hear and see.
- ◆ Mental fortitude and stability to handle stress.

Qualifications/Education:

- ◆ Eighteen years of age or older.
- ◆ Passed criminal background check.
- ◆ High school diploma or equivalent is a plus.
- ◆ Driver license is a plus.

Training/Experience:

- ◆ Skill trainings required on a yearly basis (10 to 15 hours annually).
- ◆ On the job training for new activities.

I have read and understand the job description and agree to fulfill the position’s responsibilities.

Employee Signature

Date

Program Coordinator Signature

Date