

Job Title/Position: *Personal Care Assistant*

Reports To: *Care Coordinator*

JOB DESCRIPTION SUMMARY

The personal care assistant is a paraprofessional member of the private duty team who works under the supervision of a care coordinator and performs various personal care and support services as necessary to meet the client's needs. The personal care assistant is responsible for observing clients, reporting and recording these observations and documenting the services provided.

The personal care assistant will be assigned in a manner that promotes quality, continuity and safety of services.

ESSENTIAL JOB FUNCTIONS/RESPONSIBILITIES

1. Responsibilities of the personal care assistant include, but are not limited to:
2. Providing personal care including:
 - A. Baths
 - B. Back rubs
 - C. Oral hygiene
 - D. Shampoos
 - E. Changing bed linen
 - F. Dressing and undressing clients
 - G. Skin care and prevention of skin breakdown
 - H. Toileting activities
 - I. Keeping the client's living area clean and orderly, as appropriate
3. Planning and preparing nutritious meals.
4. Assisting in feeding the client, if necessary.
5. Taking and recording oral, rectal and auxiliary temperatures, pulse, respiration and blood pressure when ordered (within the training limitations of the personal care assistant).
6. Assisting in ambulation and exercise according to the service delivery plan.

7. Performing range of motion and other simple procedures as ordered (within the training limitations of the personal care assistant).
8. Assisting the client in the self-administration of medication.
9. Doing the client's laundry, as appropriate.
10. Meeting the safety needs of clients and using equipment safely and properly (foot stools, side rails, restraints, etc.)
11. Reporting the client's condition and significant changes to the assigned care coordinator or supervisor.
12. Adhering to documentation and care procedures and standards of personal and professional conduct.

The above statements are only meant to be a representative summary of the major duties and responsibilities performed by incumbents of this job. The incumbents may be requested to perform job related tasks other than those stated in this description.

POSITION QUALIFICATIONS

1. Is a certified nurse aide, certified home health aide or has demonstrated competency as defined in agency policies.
2. Is at least 18 years of age.
3. Possesses and maintains good physical stamina and mental health. Presents a pre-employment physician's health clearance, including negative TB skin tests or CXR and other tests as required by specific state statute.
4. Has ability to read, follow written instructions, and document services provided.
5. Is self-directed with the ability to work with little direct supervision.
6. Has empathy for the needs of the ill, injured, frail and impaired.
7. Possess and maintains current CPR certification.
8. Is flexible and cooperative in fulfilling role obligation.
9. Demonstrates tact, patience and good personal hygiene.
10. Must be a licensed driver with an automobile that is insured in accordance with state and organization requirements and is in good working order. OR Must maintain a safe and efficient method of transportation aimed at arriving to work as scheduled.

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JOB LIMITATIONS

The personal care assistant will not function in any manner viewed as the practice of nursing according to the State's Nurse Practice Act. Specifically, the personal care assistant will not administer medications, take physician's orders or perform procedures requiring the training, knowledge and skill of a nurse, specifically sterile techniques. The personal care assistant provides non-skilled, non-medical functions only.