

Eagle Helpers In-Home Health Care Service LLC

Position Description: PERSONAL CARE AIDE

POSITION SUMMARY: The personal care aide (PCA) is a direct care worker (DCW) educated to provide personal care and to assist with activities of daily living and related services in the home for the sick and disabled of all ages, when no family member can assume this responsibility. This employee functions under the direction, instruction and supervision of the clinical nurse.

RESPONSIBLE TO: Service Coordinator and Clinical Nurse

I. CLINICAL SKILLS

- A. Helps the consumer with personal hygiene which includes but is not limited to, bathing, nail and skin care, oral hygiene, shampooing, grooming, shaving. **DOES NOT CUT TOE NAILS.**
- B. Prepares nutritious meals or snacks for the consumer, as assigned.
- C. Assists with instrumental activities of daily living.
- D. Provides basic emotional support to the consumer and other members of the household including dealing with difficult behaviors.
- E. Helps to maintain a clean, safe and healthy environment for the consumer.
- F. Handles emergencies and seeks guidance appropriately.
- G. Recognizes changes in the consumer that need to be addressed.
- H. Reminds the consumer to take self administered medications. **DOES NOT ADMINISTER MEDICATIONS.**
- I. Escorts/transport consumers to medical appointments, when assigned.
- J. Works with personnel providing care from other community agencies or privately hired by the family, as directed by the nurse.
- K. Recognizes and reports abuse or neglect.

II. DOCUMENTATION

- A. Accurately reads and follows the DCW/PCA Assignment/Plan of Care.
- B. Accurately completes the DCW notes/flow sheet for each visit and submits them to the office on a weekly basis.
- C. Accurately completes time sheet for each day/visit and submits it to the office on a weekly basis with DCW notes.
- D. Submits to the office monthly availability for scheduling.

III. COMMUNICATION

- A. Reports any change in the consumer's mental or physical condition or his home situation to the clinical nurse and/or service coordinator.
- B. Calls the clinical nurse or designee with any immediate consumer clinical needs.
- C. Maintains confidentiality of consumer information adhering to HIPAA regulations.
- D. Discusses schedule and consumers with Service Coordinator on a weekly basis.
- E. Submits monthly availability for scheduling.

VI. PROFESSIONAL STANDARDS

- A. Performs only the assigned activities as developed by the Clinical Nurse for the

consumer bringing any additional consumer needs to her/his attention.

- B. Complies with infection prevention/control and safety procedures.
- C. Adheres to all policies and practices of the agency to maintain established Practice Standards.
- D. Carries out only those activities for which s/he has been trained and supervised, bringing to the supervisor's attention any assignments that s/he does not feel competent to perform.
- E. Maintains a professional standard of conduct, projecting a positive image of the agency at all times.
- F. Works with consumers in a caring, therapeutic, culturally sensitive and professional manner.
- G. Respects consumer control and the independent living philosophy.

V. PROFESSIONAL DEVELOPMENT

- A. Attends annual mandatory in-service sessions.
- B. Participates in an annual performance evaluation and competencies.
- C. Participates in additional staff meetings, care conferences, educational sessions and the Performance Improvement Program, as appropriate.

VI. PERFORMS ADDITIONAL DUTIES AS ASSIGNED

VII. QUALIFICATIONS

- A. Eighteen years of age or older. High school graduation or GED preferred.
- B. Successfully passes a competency evaluation of skills required for a DCW/personal care. Completion of a formal home health aide/nursing assistant (CNA) program preferred.
- C. Scores at or above the 70% score on the DCW/PCA evaluation/pre-employment test.
- D. One year of supervised employment as a PCA or nursing assistant preferred.
- E. Ability to understand and carry out directions and instructions and keep appropriate records.
- F. Holds current CPR card.
- G. When required to travel from one assignment to another on the same day, a reliable, independent means of transportation is required. Drivers must have a valid driver's license and car insurance limits adhering to the limits established in the personnel policies.
- H. Obtains and retains a clear criminal history.

EXPOSURE CONTROL CATEGORY: Moderate Exposure

Offer Hepatitis B vaccine and provide cautionary information on all potential communicable diseases.

PHYSICAL ACTIVITIES REQUIRED TO CARRY OUT POSITION

- Lifting: Regularly lifts and moves consumers, equipment, consumer supplies. Occasionally lifts and transfers up to fifty (50) pounds. Frequently lifts up to forty (40) pounds.
- Carrying: Carries medical supplies, and other items weighing up to fifteen (15) pounds.
- Pushing/Pulling: Pushing and pulling is required when administering consumer care.

Climbing: Ability to use stairs, curbs, walkways in order to access consumer home.
Bending: Required when administering consumer care.

Reaching/Turning/Twisting: May be required when administering care.

Repetitive Motions: Hands - Required for certain aspects of consumer care: simple grasping, fine manipulation.

Feet - Ability to walk and stand for various duties.

SENSORY ABILITIES

Speaking: Ability to clearly speak in order to communicate, assess, and educate consumers in a manner and language they understand. Must also be able to communicate with other health care team members.

Hearing: Ability to detect critical information regarding consumer condition, to respond to equipment alarms; and to communicate with family members and other professionals involved with consumer care. Reasonable accommodation considered.

Seeing: Ability to see to administer consumer care and to make consumer observations.

Visual acuity - Required within normal limits for monitoring equipment.

Depth perception - Required for fine tasks.

MACHINES, TOOLS, EQUIPMENT & WORK AIDES

Various medical equipment, supplies, charts, computer terminals and other aides are used in the performance of duties.

I UNDERSTAND THE POSITION DESCRIPTION AND HAVE BEEN ORIENTED TO ITS RESPONSIBILITIES AND I AGREE TO ADHERE TO THEM.

I ALSO UNDERSTAND THAT the statements herein are intended to describe the general nature and level of work performed by employees, but are not a complete list of responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

Date

Employee Signature