

Personal Care Assistant (PCA)

Job summary

The PCA works under the direction of the Registered Nurse/QP. The PCA provides assistance and support to individual clients, living independently in the community, in accordance with the Department of Human Resources (DHS) standards.

QUALIFICATIONS:

- Must be at least 18 years of age (applicants 16-17 will be considered)
- Must have a valid Driver's License and Social Security Card or Birth Certificate
- Must have a Smart Phone or iPad with data for electronic time sheets, and must communicate with the office daily as needed
- Must have a least six months experience in a health care environment
- Must possess the ability to read, write and carry out directions in English
- Must be a United States citizen or have evidence of a valid Alien Work Permit
- Must have a current and valid PCA competency test Certificate or complete the PCA competency test (25 question test)
- Must pass a criminal background study, required by the DHS
- Must enroll with the DHS as a PCA, once all employment criteria is met
- Prefer High School Diploma or equivalency
-

Duties and Responsibilities:

- Personal cares, such as bathing, toileting, bowel and bladder cares, skin cares, dressing and grooming.
- Light cleaning in relation to cares provided
- Assistance with meals and eating
- Transfers, positioning and Range of Motion
- Mobility
- PCA may accompany client outside of the home; medical appointments, shopping, errands
- Respiratory cares (after training)
- Respond and attend to client requests promptly
- Maintain proper handwashing skills
- Maintain a safe client environment
- Report changes in the client's condition and needs to the RN/QP and management
- Complete the appropriate records to document cares given
- Have demonstrated dependability and the ability to follow orders
- Have demonstrated the ability to work with little supervision and make appropriate judgments
- Communicate effectively with all members of the interdisciplinary team

Note: this job description reflects management's assignment of duties and does not restrict nor limit the duties that may be assigned. Physical and environmental demands in compliance with the Americans with Disabilities Act, reasonable accommodations will be considered.

- This position may require the use of hands, wrists and fingers
- This position may require occasional lifting or moving up to 50 pounds
- This position may require occasionally crouching (bend at knees), kneeling, crawling, twisting (waist, neck)
- This position requires spending a majority of the workday standing and walking, with occasional sitting
- This position requires communicating with clients daily and must be able to exchange accurate information to nurses and management

PCA's may Not do the following:

- May not dose medications
- May not perform sterile or invasive procedure, inject fluids or deal with infections
- May not bring anyone to work with them
- May not be responsible for anyone other than the client

Signature

Position

Date