

JOB DESCRIPTION

Personal Care Aide (PCA)

Summary

Reporting directly to the designated supervisor, the Personal Care Aide (PCA):

- Provides health care tasks, personal hygiene services, housekeeping tasks and other related support services essential to the client's health.
- Observes, records, and reports all changes to supervisor.
- Must demonstrate competence in performing the necessary skills and only perform those skills on the plan of care.

Duties and Responsibilities

Each PCA will be expected to perform the following:

- Home management tasks including housekeeping, laundry, shopping and errands
- Prepare and serve simple modified diets according to instruction and assist with feeding as necessary
- Assist with bathing, dressing and grooming
- Assist with toileting, including use of bedpan, commode or toilet
- Assist self-directing consumers with transfers and ambulation including use of cane, walker, and wheelchair
- Assist self-directing consumers with medication reminders or refilling the consumer's prescription at the local pharmacy as specified on plan of care
- Provide routine skin care. May assist self-directing consumers in applying nonprescription topical medications to skin surface
- Collect routine specimens
- Obtain consumer's weight
- Assist self-directing consumers in reminding them of their home maintenance exercise programs
- Assist with the emptying of indwelling catheter care bag
- Assist the self-directing consumer with reminders on changing the tubing or refilling a tank in the use of their oxygen equipment
- Other duties as assigned

Qualifications

- Must have a current and valid GA Certified Nurse's Aide (CNA) Certificate OR successful completion or progress in the completion of a training program as described in rule .09(5)(c)1.(iv) of the RULES AND REGULATIONS FOR PRIVATE HOME CARE PROVIDERS
- Must be first aid/CPR certified

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- Must be at least 21 years of age
- Must have a phone or a way to communicate with the office daily
- Must be able to arrive at cases at the required time - Some cases require the employee to have a car with a valid GA DL and clear MVR report
- PPD (TB) documentation must be current within one year of hire
- Physical exam- must state that you are able to work with no restrictions and current within one year of date of hire
- Preferred high school diploma or equivalency
- Clean Criminal Records Background check

Physical Requirements and Working conditions

- **Mental Demands:** Job involves performing tasks under the direction and supervision of a registered nurse. Work requires adherence to precise procedures and standards involving a high degree of accuracy in observing, recording and reporting data.
- **Physical Demands:** Appreciable physical effort or strain; moderately heavy activity; May include lifting, constant stooping and walking.
- **Working Environment:** Continuous exposure to various disagreeable physical conditions.
- **Contacts:** Good communication skills required with clients, families and other employees.

Acknowledgement

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Administrator/Director reserves the right to revise the function and duties of the job or to require that additional or different tasks be performed as directed by the Administrator/Director. I understand that I may be required to work overtime or different hours outside the normally defined workday or work week. I also understand that this job description does not constitute a contract of employment or alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the employer has a similar right.

Employee's Printed Name

Employee's Signature

Date

Supervisor's Signature

Date