

Job Title:	Personal Care Attendant	Job Category:	Contractor
Department/Group:	Home Care (Non-Medical)	Job Code/ Req#:	PCA3
Location:	ALL (AZ)	Travel Required:	No
Level/Salary Range:	DOE	Position Type:	Full-time / Part-time / PRN
Reports to:	Care Manager		

Job Description
Overview

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 infirmities. Personal Care may include assistance with the activities of daily living, housecleaning, laundry, meal preparation, transportation, companionship and respite. 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.

Definitions

Personal Care Attendants are also referred to as: Caregivers, Direct Care Workers, Home Care Aides, Homemakers, Home Care Companions, etc. At Alternatives in Home Care, they are referred to as Care Partners.

Role and Responsibilities

- Assist with the activities of daily living and personal care up to and including:

Bathing	Shaving	Ambulation	Positioning
Mouth care	Hair care	Nail care	Skin care
Dressing	Feeding	Exercise	Toileting
Positioning	Transferring	Medication reminders	Vital signs and Blood Pressure
- Ensure client's safety and security by supervising the home environment.
- Teach/perform meal planning and 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.
- Provides respite care for families in accordance with care plans.
- Perform/assist with essential shopping/errands.
- 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.
- Escort 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 on the Care Team by providing input and making suggestions.
- 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.
- Utilize the written care plan to achieve client goals.
- 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 to the agency and client.

- Develop and maintain constructive and cooperative working relationships with others.
- Make decisions and solve problems.
- Communicate with care manager, families, and other Care Partners.
- Observe, receive and obtain information from relevant sources.
- Performs other duties as required to meet the goals of the care plan.

Knowledge, Skills and Abilities

- 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 the information and techniques needed to diagnose and treat injuries including emergency first aid and CPR.
- Knowledge of clerical procedures such as maintaining records and completing forms.
- The ability to competently assist clients with their activities of daily living.
- 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 teach others.
- 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 themselves, clients and effectiveness of service.
- The ability to understand and execute written and oral instructions.
- The ability to communicate information orally and 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, including the physical and mental ability to drive a vehicle.
- Physical ability to stand, walk, use hands and fingers, reach, stoop, kneel, crouch, talk, hear and see.
- Mental fortitude and ability to handle stress.

Qualifications and Education Requirements

- At least 18 years of age
- High School Diploma / GED
- Current Driver's License & Proof of Insurance (if transportation is part of job duties)
- Successfully pass criminal background check (State or Federal/Sexual Abuse Registry/OIG Exclusions List)
 - No crimes against vulnerable adults or children
- Pre-employment/random drug testing
- Current First Aid and CPR Certification
- Current negative TB Test
- Health Assessment
- Successfully pass pre-placement skills/knowledge testing

Minimum Training and Experience

- Pre-placement training and experience:
 - Basic First Aid (can be documented with First Aid/CPR Certification)
 - Medication Assistance
 - If provided by employee, specialized training (ie Alzheimer’s, physical disabilities, etc.)
 - Confidentiality of client information and records
 - Protecting client rights, including prevention of abuse and neglect
 - Documentation and recordkeeping
 - Ethics and interpersonal relationships
 - Infection control techniques
- Proficiency to be determined and documented via testing

Preferred Training and Experience

- Personal Care or related Certification (such as Certified Nursing Assistant), Training or Education from an accredited post-secondary school
- One (1) year personal care experience in an in home care environment

Reviewed by:	A. Russell	Approved by:	A. Russell
Last Update:	10/08/2013	Approval Date:	10/08/2013