

ANCHOR HOME HEALTH CARE

Job Description Form

v02-04-13

Job Title **Personal Care Attendant (PCA)**

Reports to **Designated Supervisor**

GENERAL DESCRIPTION

The **Personal Care Attendant** is responsible for (1) providing various client-related services to meet the personal care needs and to promote comfort and independence to acutely ill, and/or chronically ill clients in their homes; and (2) recording service notes. He/she works under the direct supervision of the designated Supervisor.

WORK EXPERIENCE REQUIREMENTS

- > Ability to function in any home situation regardless of age, race, creed, color, sex, disability or financial condition of the client.
- > Must possess the disposition and personality to work harmoniously with a wide variety of people and all levels of staff and interact appropriately as a member of a team.
- > Must possess a strong commitment to the goals, mission and philosophy of the organization.
- > Ability to work flexible hours as required to meet identified client needs.
- > Absolute integrity and the use of good judgment to handle the confidential nature of assignments.
- > Ability to adapt to changing organizational needs.
- > Speaks, writes, reads and comprehends English.

PERFORMANCE RESPONSIBILITIES:

- > Provide basic personal care such as bath, oral hygiene, toileting & skin care. Provide services as directed by the supervisor & assignment.
- > Assists with household tasks directly essential to the client's well being.
- > Provides clean & safe environment within the home including the safe use of equipment such as foot stools, side rails, oxygen, wheelchairs, hoist lift, etc. . . & uses safe employee technique (i.e. body mechanics).
- > Communicates with and regularly updates the client. Responds promptly to client requests.
- > Prepares meals based upon client preference and prescribed medical regimen.
- > Reports client changes to designated Supervisor.
- > Performs other job related tasks and duties as assigned.
- > Acts as a role model in confidentiality, appropriate attire, unbiased interpersonal relationships and work attitudes.
- > Adheres to all agency policies, standards and procedures & conforms to agency safety requirements while on duty.
- > Accepts accountability for care and supervision.
- > Ensures confidentiality of client & family records/information as well as agency & staff records/information.
- > Complies with the practice's privacy policies and procedures for the management of protected health information (PHI), including the Notice of Privacy Practices.
- > Promptly contacts the Privacy Officer to resolve disputes over privacy violations or to address questions regarding compliance with privacy policies.
- > Records notes at the time of the care to ensure continuity of qualitative client care in a timely basis.
- > Complies with documentation standards: content, frequency, times, corrections, assessments etc. . .
- > Complies with documentation standards: documentation legible & complete.
- > Complies with national standards within State & Federal guidelines.

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PHYSICAL REQUIREMENTS:

Sit	<input type="checkbox"/> occasionally	<input checked="" type="checkbox"/> frequently	Carry, lift and/or transfer equipment, supplies, a patient, or various other objects during the course of a shift: Up to 10lbs. <input type="checkbox"/> occasionally <input checked="" type="checkbox"/> frequently Up to 25lbs. <input type="checkbox"/> occasionally <input checked="" type="checkbox"/> frequently Up to 50lbs. <input type="checkbox"/> occasionally <input checked="" type="checkbox"/> frequently Over 50lbs. <input checked="" type="checkbox"/> occasionally <input type="checkbox"/> frequently Occasionally: activity or condition exists up to 1/3 of the time Frequently: activity or condition exists from 1/3 to 2/3 of the time
Stand	<input type="checkbox"/> occasionally	<input checked="" type="checkbox"/> frequently	
Walk	<input type="checkbox"/> occasionally	<input checked="" type="checkbox"/> frequently	
Climb up/down stairs	<input type="checkbox"/> occasionally	<input checked="" type="checkbox"/> frequently	
Bend/stoop	<input type="checkbox"/> occasionally	<input checked="" type="checkbox"/> frequently	
Squat	<input checked="" type="checkbox"/> occasionally	<input type="checkbox"/> frequently	
Crawl	<input checked="" type="checkbox"/> occasionally	<input type="checkbox"/> frequently	
Crouch	<input type="checkbox"/> occasionally	<input checked="" type="checkbox"/> frequently	
Kneel	<input type="checkbox"/> occasionally	<input checked="" type="checkbox"/> frequently	
Balance	<input type="checkbox"/> occasionally	<input checked="" type="checkbox"/> frequently	
Reach above shoulder level	<input type="checkbox"/> occasionally	<input checked="" type="checkbox"/> frequently	
Finger/grasp	<input type="checkbox"/> occasionally	<input checked="" type="checkbox"/> frequently	
Push/pull	<input type="checkbox"/> occasionally	<input checked="" type="checkbox"/> frequently	
Repetitive motions	<input type="checkbox"/> occasionally	<input checked="" type="checkbox"/> frequently	

REVIEWED BY	Jan Sensel, Director of Clinical Services & Beth Albert, Administrator
APPROVED BY	AHHC Board of Directors