

POSITION DESCRIPTION

TITLE:	Personal Caregiver (PCA & LNA)
REPORTS TO:	Director of Homecare

POSITION SUMMARY

The Personal Caregiver is responsible for providing direct client care in a client’s home.

QUALIFICATIONS

1. EDUCATION: High School graduate or GED equivalent preferred.
2. EXPERIENCE: 2 years work experience in a senior care-giving setting.
3. LICENSURE/CERTIFICATION: Not required; Valid LNA License preferred
4. SKILLS:
 - a. Must be able to provide personal care services to elderly clients
 - b. Must have a devoted and caring personality
 - c. Must be able to drive and have reliable transportation
5. KNOWLEDGE AND ABILITIES:
 - a. Ability to take instructions and act independently to execute them.
 - b. Must have a complete knowledge of the needs and abilities of geriatric clients, particularly those with mobility limitations and dementia
 - c. Must be able to provide for physical needs of clients including help transferring, bathing, toileting, and other ADL’s
 - d. Ability and comfort working in an environment with aging adults, sometimes suffering from dementia, mobility problems, vision and hearing loss, incontinence, and other health problems.
 - e. Must be able to maintain records of all care provided
 - f. Ability to participate in team-based activities.
6. DEGREE OF TRAVEL: There is frequent local travel required.
7. DEGREE OF DISRUPTION TO ROUTINE, OVERTIME: This position has a varied work schedule including nights and weekends.

ESSENTIAL POSITION FUNCTIONS**1. PRIMARY JOB DUTIES**

- a. Provides personal care services such as: Oral hygiene, Skin and nail care; Bed, sponge, tub or shower bathing; Shampooing in sink, tub or shower; Assisting with toileting; and Maintaining a clean, safe and healthy environment.
- b. Applies safety principles and proper body mechanics to the performance of specific techniques of personal and supportive care, i.e. ambulation, transferring and positioning of clients, household chores, and errands.
- c. Prepares and provides adequate nutrition and fluid intake.
- d. Performs light housecleaning and other environmental services that facilitate receiving sanitary and safe care.
- e. Observes, reports and documents changes in client status or expectations of services promptly to nurse manager or on-call personnel.
- f. Understands basic elements of body functioning and reports changes in client body functions as indicated.
- g. Incorporates basic understanding of client's bio-psychosocial, spiritual, and sociocultural needs into the Client care.
- h. Demonstrates utilization of basic infection control procedures. Follows Company procedures carefully regarding infection control, handling of hazardous wastes, and safety measures.
- i. Accurately documents care provided in accordance with Company policy and procedures and accepted principles of charting.
- j. Attends in-service programs according to Company policy. Attends client care conferences as directed.
- k. Renders services in strict accordance with the written plan of care. Organizes care around client's energy resources.

2. JOB PERFORMANCE

- a. Is reliable arriving at work as scheduled and remaining until end of shift
- b. Dresses appropriately to reflect positive expectations.
- c. Demonstrates initiative and skills in planning and organizing work.
- d. Completes work, care and documentation with accuracy.
- e. Takes direction from supervisory staff. Understands and appropriately applies the chain of command in relation to job position.
- f. Knows and understands the Company mission statement in relation to own job position.
- g. Represents the Company in a professional manner and fosters a positive community awareness of the Company.
- h. Observes confidentiality policy at all times.
 - i. Protects client and co-worker confidentiality.
 - ii. Respects clients' and co-workers' right to privacy.