

PERSONAL CARE ASSISTANT (PCA) POSITION DESCRIPTION

Position Summary:

The Personal Care Assistant performs personal care services for recipients living in the community. Clients must be in stable medical condition and not have acute care needs. The Personal Care Assistant works within the guidelines of a care plan established by the recipient/responsible party, the PHN and the Qualified Professional.

Qualifications:

- Be at least eighteen (18) years of age.
- May be at least sixteen (16) years old, however if the PCA is between 16 and 18 years of age, he or she must have participated in a related school-based job training program or have completed a certified home health aide competency evaluation.
- **Must have successfully completed mandatory PCA/CFF Standardized Training and passed test with a score of 80% or greater.**
- Must provide a demonstrated ability to the qualified professional that he/she is capable of providing personal care services by accurately following a client care plan.
- Be able to work with little direct supervision, make appropriate judgments and know how and when to report changes in the client's condition to the qualified professional.
- Have demonstrated dependability, tact and the ability to follow orders.
- Have good physical and mental health.
- Have U.S. Citizenship or evidence of alien work permit.
- Have passed a criminal background check.

Essential Duties and Responsibilities:

- Bowel and bladder care.
- Skin care, including prophylactic routine and palliative measures documented in the Plan of Care.
- Range of motion exercises.
- Respiratory assistance.
- Assist with transferring, turning and positioning of client.
- Assist with medications (normally self-administered).
- Application and maintenance of prosthetics and orthotics.
- Cleaning of equipment.
- Assistance with food, nutrition and diet activities.

- Accompany client to obtain medical diagnoses or treatment.
- Provide services necessary to maintain client's personal health and safety.
- Assist client to complete daily living skills such as personal/oral hygiene.
- Assist with incidental household services.

Personal Care Assistant May Not:

- Provide services except as employee of an enrolled provider agency.
- Provide services not outlined in the plan of personal care services.
- Provide services that are not supervised by the recipient/responsible party.
- Provide person care services to clients for whom they are legal guardians.
- Perform sterile procedures.
- Give injections of fluids into veins, muscles or skin.

Physical/Environmental Demands:

- Must be able to safely perform required tasks, including light to moderate lifting, bending, standing, and walking for extended periods.
- Work may include overnight shifts and flexible scheduling.

See ADA Requirements.

Acknowledgment and Agreement:

I have read and understand the job description for the Individualized Home Supports position. I agree to perform the duties and responsibilities outlined in this document and comply with all agency policies and procedures.

Name	Signature	Title	Date
		Staff	