

Godly Hearts Home Healthcare Agency LLC

Position: Personal Care Attendant (PCA)

Reports to: PAS Supervisor

Revised: 09/21/2016

Job Summary: Provide supportive and personal services for the clients with consideration of dignity and privacy. Provide personal care and hygiene to personal assistance clients.

Qualifications/Educational Requirements:

1. Graduate of an accredited High School or equivalent preferred.
2. Ability read, write and follow directions.
3. At least 18 years of age and has demonstrated competency.
4. Is under 18 years of age, is a high school graduate or is enrolled in a vocational educational program, and has demonstrated competency to perform the tasks assigned by the supervisor
5. Work positively and favorably with clients, families, and staff.
6. Demonstrate compassion, responsibility, and cheerful attitude.
7. Listed on the nurse aide registry with no finding against the aide relating to client abuse or neglect or misappropriation of client property.

Responsibilities/essential functions: The person in this position must be able to perform the following essential job functions with or without reasonable accommodations.

1. Follows the instructions of the PAS Supervisor in providing personal assistance services.*
2. Provide assistance with hygiene such as bathing, oral care, and dressing.*
3. Assist with food preparation; serve food, performs errands, light house keeping, laundry, wash dishes.*
4. Perform and record accurate measurements (i.e. vital signs, or intake/output as instructed in the care plans). *
5. Observe and report any safety hazards found in the client's home or any significant observations regarding the client.*
6. Attend staff meetings, attend/complete 12 hours of annual in-services, and participates in orientation of new employees. *
7. Report client complaints to the PAS Supervisor. *
8. Maintain client confidentiality/adheres to HIPAA requirements and agency policy and procedures manual. *
9. Possess the ability to follow written and oral instructions. *
10. Report abnormal findings in client's conditions as observed and per care plan to RN. *

The above list reflects the essential functions and other job functions considered necessary of the job identified, and shall not be construed as a detailed description of all work requirements that may be inherent in the job, or assigned by supervisory personnel. This job description is used as a guide only and not inclusive of responsibilities and job duties.

By my signature, I acknowledge that I have read and understand this job description and its requirement and that I am expected to complete all duties as assigned. I understand the job functions may be altered from time to time.

Employee Print: _____ Date: _____

Employee Signature: _____ Date: _____

Administrator Signature: _____ Date: _____