



## Personal Care Agency

### Job Description

**Job Title:** Personal Care Worker (PCW) / Home Support Staff (HSS)  
**Reports To:** Program Manager and/or RN Supervisor  
**FLSA:** Non-exempt  
**Date:** June 24, 2011, 9/19/2011;

**Summary:** A PCW/HSS provides specified defined, non-medical care services under the supervision of a Registered Nurse and/or Program Manager to enable to client to remain in his/her home. The PCW/HSS is a non-licensed health care employee who provides personal care and homemaking services in a home care setting to clients and families who are unable to perform these activities independently. The PCW/HSS conforms to all agency policies and procedures including providing care, compliance with agency Bill of Rights, observing confidentiality, and complaint/grievance. The PCW/HSS will be working with the following population: children, adult and elderly with physical and mental disabilities.

**Essential Duties and Responsibilities:** Core duties and responsibilities include the following. Other duties may be assigned.

### Personal Care Duties

1. Bathing: Bathroom and bathing assistance – showering, bathtub assistance, bed-bath, or hair washing.
2. Grooming including dressing, hair care, and oral hygiene.
3. Dressing: Total or partial assistance with dressing
4. Remind clients to take medications as needed at appropriate times.
5. Transfers: Assist client bed to wheelchair and/or reverse in/out of shower or bathtub, use of mechanical lift or transfer board may be necessary. Positioning may also necessitate lifting.
6. Toileting: Assist client getting on/off bedpan, commode or toilet; diapering
7. Exercise: Assist client with exercise equipment and/or range of motion exercises.
8. Laundering: Assistance with laundry as needed.
9. Environment: Maintain a safe, clean and healthy environment through light housekeeping including changing bed linens, cleaning client's quarters; vacuuming, cleaning kitchen and bathrooms.
10. Meal Preparation: Prepare and serves food for clients following special prescribed diets, and if necessary feeding the client.
11. Doctor visits: Accompany to hospital, clinic, and therapy visits.
12. Maintain records of service performed and of apparent condition of client all the while keeping in close communication with supervising Registered Nurse and Program Manager(s).
13. Properly and accurately document shift in daily log notes with legible signature.
14. Other tasks as listed on individual Care Plan.
15. Adhere to infection control and safety procedures which are in accordance with agency policies.
16. Reporting changes in client's condition to agency RN.
17. All other duties as assigned by the Program Manager or RN



### **Supportive Care Duties**

1. Support individuals as needed in daily living activities such as personal and health management, communication, self-advocacy, realizing personal and educational goals, meal planning and preparation, shopping, housekeeping, laundry, safety and recreation.
2. Complete household chores to the extent necessary to maintain high standards of health and safety.
3. May perform personal cares. Example; assist with bathing, dressing, oral cares, transfers, toileting.
4. Promote community inclusion for individuals through typical community activities.
5. Teach self-advocacy skills and promote independence.
6. Support individuals as needed in developing friendships and establishing desired relationships with peers.
7. Communicate professionally on any client matters, as necessary, with clients' families and/or guardian, employers and community resources.
8. Act as a role model by treating both clients and co-workers with respect and dignity.
9. Provide ample social interaction for the clients and offer frequent and genuine positive reinforcement.
10. Transport individuals in company/own vehicles as required.
11. Entertains individual. Example reading, playing cards, companionship.
12. Maintains records of services performed.
13. Adhere to infection control and safety procedures which are in accordance with agency policies.
14. All other duties as assigned by the Program Manager or RN

**Supervisory Responsibilities:** The position has no supervisory responsibilities.

**Competencies:** To perform the job successfully, an individual should demonstrate the following competencies:

1. Write clearly and informatively.
2. Demonstrates attention to detail.
3. Works well with a variety of individuals and learning habitats. Treats people with respect.
4. Works with integrity and ethically. Upholds organizations values.
5. Adapts to changes in the work environment. Able to deal with frequent changes, delays, or unexpected events.
6. Ability to maintain personal and professional boundaries with co-workers, clients and families.

**Qualifications:** To perform this job successfully, and individual must be able to perform each essential duty satisfactorily.

1. A minimum of 6 months of personal care experience is preferred with completion of the agency's training requirements.
2. Must be at least 18 years of age.
3. Must be physically able to perform the duties of the position.
4. Must exhibit mature responsible behavior, and understand the need for patient confidentiality.
5. Must be able to follow direction and accurately report to the RN Supervisor any changes in the client's condition.



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6. Must have available reliable transportation to and from assignments.
7. Must have a valid driver's license with **CURRENT/ ACTIVE** car insurance.
8. Must have a command of the English language.
9. Exhibit clear, consistent emotional and professional boundaries

### **Education and/or Experience:**

1. High School diploma, or GED;
2. Minimum of 6 months of experience and/or training; or equivalent combination of education and experience in personal cares and direct care

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this position, the employee is regularly required to sit and talk or hear. The employee is frequently required to stand, walk, use hands to finger, handle or feel and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch and crawl. This job requires the ability to perform light household chores. The physical condition of the client may require some transfer or lifting of the client. There is a 50 lb weight limit.

### **Employee May Not:**

1. Cut the nails of any patient unless authorized by RN Supervisor.
2. Perform any type of heavy housework such as cleaning stoves with oven cleaners, moving heavy furniture or appliances, etc.