



PERSONAL CARE WORKER (PCW)

JOB DESCRIPTION

A Personal Care Worker is a member of the home care team who assists the client with the tasks of daily living and personal cares as outlined in a written care plan that is established by a Registered Nurse who works in conjunction with PHHS. Personal Care Workers are supervised by PHHS management.

QUALIFICATIONS

1. A Personal Care Worker must have previous personal care experience which is verifiable through references, and must complete this agency's employment and certification process.
 - Personal care workers are required to have 40 hours of documented classroom training, which consists of at least 25 hours devoted to personal and restorative care. Training shall emphasize the techniques of caring for the special needs of the clients the PCW will serve and must be a certified Personal Care Worker. Or;
 - Six months of equivalent experience which is defined as follows:
 - a. Six months of full-time or one year of part-time employment as a nursing home or hospital aide, attendant, medical day treatment aide or HHA worker.
 - b. Six months previous experience providing personal care services for a relative if the worker will continue to provide the same type of care to the relative as an employee of PHHS. However, if a relative has not previously cared for the client, but would like to do so, the 40 hour training requirement must be satisfied.
2. Must be at least 18 years of age with a high school diploma or equivalent.
3. Must be physically able to perform the duties of the position.
4. Must exhibit mature responsible behavior, and understand the strict need for patient confidentiality.
5. Must be able to read, write and speak English.
6. Must be able to follow direction and accurately report to the Supervisor any changes in client's condition.
7. Must have available reliable transportation to and from assignments.
8. Must be able to maintain the team atmosphere of trust, fairness, respect and support within the Company.
9. Must demonstrate dependability, honesty, and confidentiality.
10. Personal phone line or other reliable means of communication

ESSENTIAL FUNCTIONS

The duties of a Personal Care Worker may include, but are not limited to the following:

1. Perform tasks assigned by the RN Supervisor
2. Report on writing to the RN Supervisor on each assignment
3. Promptly report any significant changes observed or reported in the client's condition to the RN Supervisor; and
4. Confer as required with the RN Supervisor regarding the client's progress
5. Recording pertinent information pertaining to the client's care.
6. Reminding clients to take medication at the appropriate time.
7. Planning and preparing meals according to specific dietary requirements of the client, and if necessary, feeding the client.

8. Assisting the client with therapy exercises under the direction of a Registered Therapist. Range of Motion exercises.
9. Assisting or performing personal care including but not limited to: hair care, skin care, nail care, oral hygiene (teeth, mouth, and denture), bathing (sponge bathing, bed bath, and showers), grooming (shaving), hearing aid, eye glasses, and dressing.
10. Assisting with ambulation and simple transfers with or without mechanical aids.
11. Assisting with routine bodily functions: Example, toileting.
12. Maintaining a safe, clean and healthy environment through light housekeeping including changing bed Linens, dusting and vacuuming, cleaning kitchen and bathroom, and laundry.
13. Providing companionship and stimulation for the client including reading, walks, etc.; and accompanying the client to doctors or other appointments.
14. Grocery shopping or other errands when needed.
15. Performing other housekeeping tasks as indicated in the care plan.
16. Taking client's vital signs and recording input and output when applicable.
17. Observing and reporting changes in client's condition to the PHHS Supervisor.
18. Accurately completing daily records and submitting them to the office by date due.
19. Participating in in-service education programs.

PHYSICAL / MENTAL REQUIREMENTS

1. Lifting, carrying objects such as cleaning supplies, linens, dishes, laundry baskets, etc. ranging from 5 to 50 pounds without assistance
2. Simple manipulative skills are required to consistently manipulate small appliances such as vacuums, electric brooms, can openers, etc.
3. Ability to concentrate on moderate detail with some interruption
4. Reaching overhead to remove and replace dishes, linens, etc.
5. A sense of balance is required to safely assist clients with walkers and canes in ambulation
6. Ability to wear gloves and other protective coverings
7. Ability to follow instructions and specific ideas behind actions
8. Must be able to bend, stoop, climb stairs and stand for long periods of time

EMPLOYEE MAY NOT

1. Cut the nails of any patient unless authorized by a Supervisor.
2. Perform any type of heavy housework such as cleaning stoves with oven cleaners, moving heavy furniture or appliances, etc.
3. Employee may not provide skilled nursing cares, such as, wound or invasive cares.
4. Employee may not administer any medications unless delegated by the RN.

Employee Signature: _____ Date: _____

PHHS Authorized Signature: _____ Title _____ Date _____