



Employment Description

Title: Personal Care Assistant

Department: Personal Care

Report To: Resident Care Coordinator , Wellness Nurse

PCH Administrator

This position is responsible for resident services and other duties as assigned, delegating duties appropriately to other staff and volunteers as appropriate. Duties include personal services, housekeeping, laundry, social – recreational activities, medication assistance, meal service and other delegated tasks as needed for the wellbeing of the resident.

Essential Functions:

1. Provide resident services as indicated on the assessment and service plan. (This includes activities of daily living, bathing, grooming, administering medications, assistance with incontinence care and providing assistance in any other area of concern)
2. Adheres to and conveys a philosophy of supporting dignity, privacy, independence, choice, individuality and a home like environment for the residents.
3. Participates in dining services by serving meals and setting up & cleaning up the dining room before and after meals.
4. Provides laundry services including washing, drying, sorting and putting away residents' laundry.
5. Reads the staff communication book and short term monitor book every shift and notes any changes in residents condition.
6. Observes changes in residents' status, needs or preferences, and communicates and documents them in a timely and appropriately.

7. Reviews daily assignments with the designated supervisor and completes task sheets every shift.
8. Receives and gives reports from the previous shift.
9. Performs daily housekeeping duties to maintain a clean, neat, comfortable, safe environment for residents, staff, and visitors.
10. Observes problems, concerns, issues observed with resident apartments, the building and the grounds and communicates them appropriately.
11. Participates in individual resident and group social life enrichment activities.
12. Demonstrates knowledge of and follows infection control procedures.
13. Attends daily stand-up meetings if held during their shift.
14. Participates in the resident move-in and move-out process to ensure that the residents are greeted or leave comfortably.
15. Keeps resident information confidential.
16. Assists with the orientation of new staff members to job responsibilities.
17. Avoids loss, breakage, and waste of supplies and equipment and informs Assisted Living Manager in a timely manner when supplies are low.
18. Observes other problems and communicates them appropriately.
19. Interacts in professional manner with residents, public, coworkers.

Other Duties:

Other duties as assigned or as necessity dictates.
 Must be able to attend mandatory in-service training.
 Must be willing to become medication trained/certified when needed or required.

MINIMUM QUALIFICATIONS:

Education: High School diploma or equivalent.

Experience: One year experience in working with older adults preferred. CPR/First Aid Certified if required by state regulations.

Skills, Knowledge and Abilities: Ability to read, write, and speak English adequately and effectively. Ability to work over 8 hours in a day when required due to staffing needs. Ability to work holidays or overtime. Must be organized and able to utilize time appropriately toward accomplishing assigned tasks requires minimal supervision. Must be flexible and able to learn new skills and teach others. Must be able to work in a team environment and assist coworkers. Ability to spend long periods on feet and to ambulate quickly. Ability to work safely and to recognize potentially dangerous situations including fire disasters. Demonstrates basic computer knowledge and ability with an aptitude to learn company applications.

ENVIRONMENTAL AND PHYSICAL REQUIREMENTS:

The responsibilities of this position may involve physical activities, including standing, lifting, bending, stooping, pushing, pulling and twisting. The tasks on this position description marked with an asterisk (*) are those that regularly require these physical activities. All employees of nursing homes may be

required to provide lifting and transfer assistance to residents. Lifting and/or transferring some residents will require use of a lifting device and /or assistance of other staff.

This description has been prepared to assist in evaluating various classes of responsibilities, skills, and working conditions. It indicates the kinds of tasks and levels of work difficulty required of positions given this classification. It is not intended as a complete list of specific duties and responsibilities. Nor is it intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. Nothing contained herein is intended or shall be construed to create or constitute a contract of employment between any employee or group of employees and the Company. The Company retains and reserves any and all rights to change, modify, amend, add to or delete from any section of this document as it deems, in its judgment, to be proper.

Employee Signature

Date