



Job Title: Personal Care Aide
Revised: October 2018
Reports To: In-Home Supervisor

Location: Based on assignment
Program: Senior Services
Classification: Non-Exempt, Hourly, Part-Time Full-Time

POSITION OVERVIEW

Provides in-home assistance (daily living activities and routine household tasks) in order to maintain adequate living environment for people with functional limitations. NOT SKILLED NURSING. Responsibilities include weekend on-call rotation. Must comply with policies and procedures of the MDSCAA/Human Resources Authority and its funding sources.

REQUIREMENTS

- Certified nurse's aide training preferable.
- Must be capable of standing, bending, rotating and lifting.
- Must have valid driver's license and vehicle that will be used on the job.
- Must have experience providing assistance to people living in their homes.
- Must be able to work well with others.
- Submit to criminal background check.

JOB ESSENTIALS

- Must have empathy toward senior citizens.
- Interact positively with clients.
- Adhere to strict client confidentiality.
- Follow work order as written, including time of arrival and departure, and duties to be performed while in the home.
- Allowable personal care activities include assistance with bathing, dressing, grooming, toileting, transferring with a Hoyer lift or gait belt, eating, and ambulation. Aides can ONLY remind client to take pre-poured medicine. Aides are never to set up medicines.
- Allowable homemaking tasks include laundry, ironing, meal preparation, shopping for necessities (including groceries, and light housekeeping).
- Clean work areas.
- During each shift maintain document tasks performed and notes of client condition and activities. Must keep PCS supervisor apprised of any unusual client observation (mental or physical).
- Turn in accurate unit documentations, time sheets and travel vouchers according to the set schedule.
- Notify supervisor of any schedule changes or if unable to fulfill schedule due to illness or emergency.
- Follow emergency procedures in the home, and call 9-1-1 when necessary. Do not try to move client in an emergency. Keep client as comfortable as possible. Notify supervisor so emergency contact can be notified.
- Attend all trainings as required by supervisor/program director.

ADA Physical Activities Checklist

1. The physical activity of the position.

- A. Climbing: Ascending or descending stairs, ramps, and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- B. Balancing: Maintaining body equilibrium to prevent falling and walking, standing or crouching on slippery surface.
- C. Stooping: Bending body downward and forward by bending spine at the waist.
- D. Crouching: Bending the body downward and forward by bending leg and spine.
- E. Reaching: Extending hand(s) and arm(s) in any direction.
- F. Standing: Particularly for sustained periods of time.
- G. Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
- H. Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- I. Pulling: Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- J. Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- K. Fingering: Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- L. Grasping: Applying pressure to an object with the fingers and palm.
- M. Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- N. Talking: Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly or quickly.
- O. Hearing: Perceiving the nature of sounds with normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.
- P. Repetitive Motion: Substantial movements (motions) of the wrists, hands, and/or fingers.

2. The physical requirements of this position

Heavy Work: Exerting up to 100 pounds of force occasionally and or up to 50 pounds of force frequency and/or up to 20 pounds of force constantly to move objects.

3. The visual activity requirements, including color, depth perception and field vision.

The worker is required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned, or to make general observations of living environment.

4. The conditions the worker will be subject to in this position.

- A. The worker is subject to environmental conditions. Protection from the weather conditions but not necessarily from temperature changes.
- B. The worker is subject to both environmental conditions. Activities occur inside and outside.
- C. The worker is subject to atmospheric conditions: Odors

**THIS LIST IS NOT INTENDED TO BE ALL-INCLUSIVE AND
OTHER GENERAL DUTIES MUST BE PERFORMED AT DIRECTION OF
SENIOR SERVICES DIRECTOR OR SUPERVISOR**