



JOB DESCRIPTION

JOB TITLE POSITION: Personal Care Attendant

REPORTS TO: Long Term Care Director

PICK ONE: Exempt: _____ **Non-Exempt:** X _____

JOB SUMMARY: Responsible for providing basic personal care and household tasks in a safe, compassionate manner to clients in their own homes or community-based setting; in accordance with accepted standards of practice.

POSITION QUALIFICATION:

- I. **Education:** Must be 18 years of age; High School Diploma or equivalent preferred
- II. **Experience:** No experience required.
- III. **License Requirements:** Must have a valid Vermont Driver's license.
- IV. **Continuing Educational Requirements:** Agency employees are expected to participate in appropriate continuing educational as may be requested and/or required by their immediate supervisor. In addition, employees are expected to accept personal responsibility for other educational activities to enhance job related skills and abilities. All personnel must attend or make-up annual mandatory educational offerings before year-end.
- V. **Competency:** Individuals must demonstrate their competency, within their orientation and probationary period, according to the orientation checklist. The competency of clerical and non-clerical organization personnel is periodically monitored through observation of performance
- VI. **General:**
 1. Must demonstrate and maintain any required competency.
 2. Able to speak, read and write in English.
 3. Be honest, self-directed, possess initiative, display good judgment and a positive attitude toward daily activities.
 4. Have the ability to communicate clearly and effectively both orally and in written work.
 5. Be able to work cooperatively and in a productive manner with Agency employees, clients, customers and the general public.

6. Maintain satisfactory standing with the Adult Abuse Registry, Child Abuse & Neglect Registry, Vermont Criminal Information Center and OIG.
7. Be free from the illegal use and effects of drugs and alcohol in the workplace.
8. Be able to carry out the functions of the job without risk of harm to the health and safety of self and others.
9. Hold a valid driver's license and have a reliable, registered vehicle with insurance as required by Agency, and appropriate to position.

ENVIRONMENTAL AND WORKING CONDITIONS:

1. Traveling is required. Must drive in various weather condition on roads of varying degree of repair.
2. May be exposed to extremes of heat and cold in all weather conditions
3. May work in community based settings, and clients' homes and outdoors.
4. May work during non-business hours.
5. May experience:
 - a. hostile and emotionally upset clients, family members, visitors and staff; may have contact with clients under a variety of un-predictable circumstances.
 - b. stress due to a demanding profession;
 - c. exposure to infections and contagious diseases; may be exposed or occasionally exposed to client elements. OSHA exposure category:
Category II: Position includes tasks that involve no exposure to blood, body fluids, tissues, but employment may require unplanned Category I tasks.
 - d. a variety of environmental exposures such as inclement weather, animals, firearms, tobacco use, dust, and other client based activities and preferences.

PHYSICAL REQUIREMENTS:

1. Must walk, sit, stand, bend, lift and move intermittently during working hours.
2. Must have the ability to push, pull and lift from the floor, up to a total of 30 pounds and be able to move with the weight, as to Agency standards.
3. Climbing-be able to navigate stairs of varying heights and degrees.
4. Balancing-be able to maintain balance.
5. Kneeling, crouching, stooping, twisting, reaching below waist level, reaching overhead and reaching torso level.
6. Manual finger dexterity-will need dexterity to perform duties and use equipment.
7. Visual acuity-will need sufficient eyesight to drive a car, use office equipment and perform duties.
8. Auditory acuity- will need to assist individuals in person and by telephone.

PERFORMANCE REQUIREMENTS:

I. Performance Standards:

1. Familiarizes self with PCA care plan prior to providing care.
2. Assists with meal preparation; assist with eating.
3. House cleaning as directed by the plan of care.

4. Assistance in patient self-administration of medications.
5. Provides help with uncomplicated personal care (bathing, mouth care, pericare, shampoo, grooming; dressing/undressing; toileting).
7. Provides for meaningful interaction during visit time while completing home-making tasks and/or other duties.

II. Professional Accountability:

1. Demonstrates a commitment to the mission and core values of the Agency.
2. Complies with all Agency policies and procedures.
3. Demonstrates respectful and effective communication in all interactions.
4. Protects the privacy and confidentiality of clients, co-workers and Agency operations.
5. Complies with Agency policies to protect confidentiality, integrity, availability and security of all protected health information. Reports a breach of security to Agency's Security Official.
6. Conducts him/herself in a safe manner by adhering to all safety practices, rules and standards.
7. Demonstrates a commitment to quality and proactively seeks to make improvements to systems and processes.
8. Reports to work on time, provides advance notice for time off, accurately reports time and attendance and appropriately manages paid time off (if applicable) in accordance with agency policy.
9. Demonstrates a commitment to integrity in work habits and use of Agency resources.
10. Performs duties as assigned that may be outside his/her principle responsibilities.
11. Effectively communicates to transfer information, provide guidance and resolve conflicts.
12. Reports concerns and complaints regarding abuse, neglect and exploitation in accordance with Vermont State Law and Agency.
13. Enhance or improve Agency services by participating in team meetings, projects and committees.
14. Contributes to a positive work environment and responds in a constructive manner to change.
15. Documents the provision of care and services in accordance to Agency policy.

SIGNATURES:

Supervisor

Employee

Date

Date