

ComForcare Personal Care Aide (PCA) Job Description

Position: Personal Care Aide (PCA)
Reports to: Nurse Supervisor

Job Summary:

The Personal Care Aide is an unlicensed person who assists with activities of daily living, personal care tasks, household and supportive services, or basic medication services under the supervision of a Registered Nurse. The Personal Care Aide will conform to all agency policies, adhere to the client rights and ensure confidentiality.

Qualifications/Educational Requirements:

- Eighteen years of age or older
- Must have successfully completed a basic training program in home health aide services or an equivalent exam approved by the department and possess written evidence of such completion per Part 403 of Title 10 NYCRR or
- Have one full year of experience in providing personal care services through a home care agency or
- Successfully completed a training program in personal care services as specified in 18 NYCRR 505.14 (a) and (e)
- Have a clear background check to the extent required by 10 NYCRR 400.23
- Current Driver's license, proof of current vehicle registration and current automobile insurance
- Satisfactory compliance with ComForcare bonding criteria
- Minimum score of 80% on competency exam (NLN Test)
- Meets passing criteria on DEARS Ethics test
- Ability to accurately follow and process written and verbal instructions
- Satisfactorily demonstrate and perform competency in clinical skills through competency checklist and skills demonstration test
- Demonstrate ability to effectively communicate and interact with clients, families, coworkers, and all Supervisors

Responsibilities/essential functions:

- Complies with federal, HIPAA, state and local regulations
- Follows the plan of care, care plan and care plan instructions to provide, safe, competent care to the client/patient
- Assists with bathing, shampoo, dressing and grooming per care plan and instructions
- Assists with nail and skin care per care plan and instructions
- Assists with shampoo and oral hygiene per care plan and instructions
- Assist with ambulation and transfers using proper body mechanics
- Assists with active range of motion exercise, if applicable

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- Promote safe use of equipment and assistive devices, (wheel chair, walker, crutches, cane) and change in position
- Assistance with toileting, commode and incontinent care
- Assists with feeding includes measuring and recording of intake, when necessary (certain restrictions on tasks may apply, refer to PCA tasks and responsibilities table)
- Performs routine housekeeping tasks utilized by the client/patient
- Encourages the client/patient to become as independent as possible according to the care plan
- Provides emotional support and motivation through conversation, encouragement and recreational activities
- Works with personnel of other community agencies involved in the client/patient's care, as needed
- Reports signs of abuse and neglect, mistreatment and misappropriation or exploitation and completes Incident report
- Immediately reports to Supervisor any client incidents/ or complaints and completes documentation on incident report
- Observes, reports and documents client status and care provisions in a timely manner and in accordance to agency policy
- Records and reports any abnormalities in client condition to Supervising RN
- Demonstrates and understands the Client Rights and Responsibilities and adheres to HIPAA and agency policies to maintain client/patient confidentiality
- Provides care in compliance with agency's established protocols and as specifically outlined in the client's caregiver care plan and Instructions in a competent, safe and timely manner
- Adheres to infection control and safety procedures that are in accordance with Agency policy
- Applies safety concepts in the work place and in accordance with agency policy
- Maintains clean and neat work environment
- Submits paperwork in a timely manner per agency policy
- Documents activities legibly and accurately on required agency records
- Demonstrates a positive and professional manner according to agency policy

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- Addresses and treats co-workers respectfully to maintain a professional work environment
- Appearance and attire is appropriate and adheres to agency policies and procedures
- Accepts assignments willingly and performs other duties as assigned
- Maintains acceptable attendance status, per agency policy
- Attends mandatory staff meetings, in-service programs, continuing education, seminars, and self-study programs annually to maintain licensure and skill set

Physical Elements:

Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively;

Sufficient vision or other powers of observation, with or without reasonable accommodation, to enable the employee to review a wide variety of materials in electronic or hard copy form;

Sufficient manual dexterity, with or without reasonable accommodation, to enable the employee to operate a personal computer, telephone, and other related equipment; and

Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to safely lift, move, or maneuver whatever may be necessary to successfully perform the duties of their position; function in a general office and frequent travel to a variety of field sites.

Environmental Elements:

Office noise level varies, controlled temperature conditions and no direct exposure to hazardous physical substances; and

Travel to a variety of client/patient homes and perform in conditions that vary greatly depending upon the client/patient's home environment.

This job description is used as a guide only and not inclusive of responsibilities and job duties.

I acknowledge that I have read and understand this job description and its requirement and that I am expected to complete all duties as assigned. I understand the job functions may be altered from time to time.

Employee Name: _____
Please print

Employee Signature: _____ Date: _____

Owner Signature: _____ Date: _____