

## **JOB DESCRIPTION**

### **Job Title:**

Personal Care Attendant/Home Health Aide

### **Position/reports to:**

Personal care attendant/Home Health Aide reports to manager/supervisor

### **Duties/responsibilities:**

1. **Job philosophy and goals** – the personal care attendant/home health aide assist with the basic personal care of clients/consumers who are elderly, who have a mental illness, or who are developmentally or physically disabled. The attendant's primary responsibility is to attend to the clients/consumers needs as described in the IPOC (Individual Plan of Care) designed and approved specifically for the client/consumer. Furthermore, the attendant creates and maintains a safe and nurturing home environment by showing respect to the client/consumer. The clients/consumers property and by anticipating the clients/consumers needs and fulfilling his/her needs in the most appropriate and safe manner. In all interactions with the client/consumer, the attendant remains calm and positive and maintains both professional and personal attitude. Professional and high standards in the high quality and pay attention to the need of the client/consumer and the method of care. The personal care attendant/home health aide works with client/consumer to enhance the consumer's self-help skills and develop suitable leisure's time-skilled and facilitate opportunities for the individual to make appropriate choices.
  
2. **Direct-care responsibilities** – depending on the clients/consumers needs and directed by the consumers IPOC task may include the following:

#### **Household services.**

- \* Sweeping, mopping, or vacuuming the client/consumer carpets, hardwood floors or linoleum.
- \* Dusting the client/consumers furniture.
- \* Changing the client/consumers linen.
- \* Washing the client/consumers laundry.
- \* Cleaning the client/consumers bathroom (tub and/or shower area and toilet).
- \* Cleaning client/consumers kitchen and dining area (i.e. washing client/consumers dishes, putting client/consumers dishes away, cleaning countertops, cleaning area where client/consumers eats, ect.) after preparation of meals.

#### **Meal preparation and assistance** – at the direction of the client/consumers or their representative;

- \* Prepare meals for client/consumer or assist the client/consumer – does include assistance with eating.

#### **Support Services** - provide additional assistance to the client/consumer to promote his/her independence and enhance his/her ability to live in the community and remain in a clean and safe environment.

- \* Shopping and or completing errands with or without client/consumer.
- \* Transportation/assisting with transfers in or out of vehicle.
- \* Translating/interpreting (when possible).
- \* Personal events.

#### **Hygiene/grooming**

- \* Bathing
- \* Dressing
- \* Grooming
- \* Oral care with intact swallowing reflux
- \* Nail care
- \* Perineal care
- \* Toileting.
- \* Individualize bowel and bladder programs.
  - Diaper changing
  - Bladder programs
  - Peri-care
  - Bowel programs

#### **Minor maintenance of assistive device (s)** – minor routine wheelchair and durable medical cleanliness.

**Mobility assistance**

- \* Ambulation
- \* Transferring
- \* Toileting

**Assistance with Self-Administered medication**

- \* Prompting
- \* Reminding
- \* Getting a glass of water/juice
- \* Handing client/consumer his/her medication box or bottle. No cutting or grinding pills.
- \* Helping client/consumer with placement of oxygen tubes.

**Assistance with eating - skin care/cognitive assistance:**

- \* Cutting up food, serving food, feeding.
- \* Apply lotion to skin if prescribed by a physician/indicated on IPOC
- \* Cueing/reminding and assistance with daily medication scheduled

**3. ADMINISTRATIVE RESPONSIBILITIES**

Additionally, the PCA/HHA is responsible for reporting time of work on the EVV system or a completed and certified timesheet. Failure to use the EVV system or submit a complete timesheet, signed by the client/consumer, will be considered as time not worked and the personal care attendant/home health aide will not be paid for any claimed hours without utilizing the EVV system or a completed timesheet. PCA/HHA are also responsible for immediately calling the Above All Personal Care Services, INC. office in the case of any anticipated absences or in the case of any accidents involving themselves and or the client/consumer. The personal care attendant/home health aide must report and significant changes if the client/consumers health to their supervisor.

- 4. Report abuse/neglect/exploitation to your immediate supervisor. Additionally, the personal care attendant/home health aide is responsible for documenting and reporting any suspected abusive or neglectful situation to their supervisor, CYFD (Children Youth and Family Services) 1-855-333-7233 or APS (Adult Protective Services) Statewide Central Intake 1-866-654-3219, and must follow proper Above All Personal Care Services, INC. incident reporting procedures whenever appropriate.
- 5. Limitations – the personal care attendant/home health aide cannot shop or provide any other services for anyone else besides the designated client/consumer during working hours. Also, the personal care attendant/home health aide may not act on behalf of the client/consumer in medical-related/related decisions and cannot manage the clients/consumers finances in any capacity. Finally, the personal care attendant/home health aide may not perform any procedures requiring the skills requiring the training of medical professionals. The PCA/HHA cannot purchase alcohol or cigarettes for the client/consumer or family members.

**KNOWLEDGE AND SKILLS**

- \* Must possess a current state issued driver’s license, professional liability insurance, and current vehicle registration in order to perform any driving related tasks.
- \* Must successfully complete an accumulated total of 12 credit hours per calendar year for CoLTS/40 hours of training in the first year (10 before placement) and 12 hours of continued training each year thereafter. CPR/first aid training must be complete within 30 days of employment.
- \* Must complete competency test with at least 80% accuracy prior to or within 30 days of beginning employment.
- \* Must exhibit and willingness to learn to care for individuals who are elderly, disabled, who have mental disabilities or functional limitations.
- \* Must be able to pass a criminal history screening and driving background check within the first 20 days of employment.
- \* Must exhibit dependability in keeping all appointments and schedules
- \* Must be able to work independently without assistance, supervision.
- \* Must have a current TB skin test upon employment.
- \* Cannot be a guardian or POA. Only with the approval from MAD or designee. Cannot be client/consumers spouse.
- \* Must be in good standing with the Employee Abuse Registry and CoLTS attendant registry.

**MANDATORY:**

Must be at least 18 years of age.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

AAPCS Representative \_\_\_\_\_ Date \_\_\_\_\_