

UNITED SENIOR SERVICES OF SPRINGFIELD & CLARK COUNTY, INC.

**125 W. Main Street
SPRINGFIELD, OH 45502**

JOB DESCRIPTION

TITLE: Personal Care Aide (PCA)
DEPARTMENT: In-home Services
EMPLOYMENT STATUS: Full or Part time
SUPERVISOR: In-home Services Director

POSITION SUMMARY: Provides personal care to eligible, prioritized, Title III consumers in their home, to assist them in maintaining and/or improving functional independence with ADLS and IADLS through the provision of support and assistance with hygiene and related care.

ESSENTIAL DUTIES:

1. Personal Hygiene and Care
 - a. Bathing, bed, tub, shower, complete/partial and/or supervision of the consumer bathing activities.
 - b. Oral hygiene, including denture care
 - c. shampoo in sink, tub, or bed
 - d. Shaving
 - e. Perineum care
 - f. Nail cleaning and filing
 - g. skin care
 - h. Dressing and grooming
2. Mobility
 - a. Turning and positioning
 - b. Assisted transfers and ambulation; with and without assistive devices
 - c. Passive range of motion exercises under the direction of the RN and/or PT
3. Toileting and Elimination
 - a. Assist with use of bedpan, bedside commode, and toileting activity
 - b. Incontinent care
4. Nutrition
 - a. Meal planning and preparation
 - b. Special diet preparation with appropriate instruction
 - c. Cleaning of eating and food preparation areas
 - d. Encouraging and facilitating adequate nutritional and fluid intake
 - e. Recording weight, nutritional and fluid intake as requested
5. Homemaking (incidental to personal care services)
 - a. Bed making, occupied and unoccupied, including linen change
 - b. Cleaning bathroom after providing assistance with consumer bath
 - c. Laundry; consumer's personal bed linen, towels, underwear, sleeping gowns and other clothes

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- d. Dishwashing
 - e. Trash removal
6. Safety
- a. Read and record BP/ pulse/ respiration/ temperature
 - b. Universal precautions for infection control, including hand washing and disposal of bodily waste
 - c. Identify and report safety hazards to immediate supervisor
 - d. Recognition of an emergency, knowledge of emergency procedures
 - e. Eliminate safety hazards with consumer and supervisor approval
7. Other
- a. Reality orientation and sensory stimulation
 - b. Complete errands; i.e. securing groceries and prescriptions

Special tasks that must not be assigned to the PCA are identified in AAA Personal Care Specifications, Section 173-39.

OTHER DUTIES AND RESPONSIBILITIES

- 1. Keep accurate records for each Personal Care consumer visit.
- 2. Observe and report changes in consumer.
- 3. Collect donations, keeping confidentiality policy.
- 4. Refer all problems with consumer to In-home Services Director.
- 5. Employ principles of health/safety relating to self and consumer.
- 6. Perform other duties as assigned.

PERSONNEL QUALIFICATIONS

Successful criminal background check

Ohio Code 173-9-01 establishes the requirements and processes for employers regarding a criminal records check for each paid direct-care position applicant. "Direct-care" is defined by the Code as "any in-person contact with one or more consumers who receive a community-based long-term care service or who have access to a consumer's personal property or personal records."

Applicants for this position must not have been convicted of a disqualifying offense as named in the above mentioned Code, and cannot be employed in the direct care position.

CONTINUING EDUCATION

PCAs successfully complete and document a minimum of 8 hours of continuing (in-service) education annually

LICENSE/CERTIFICATION

- 1. Valid driver's license

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2. Current 60 hour nurse aide training and competency evaluation program (NATCEP) as specified in AAA Personal Care Specifications, 173-3-06.5, including STNA certification

PHYSICAL ABILITIES

1. Sight essential
2. Able to perform moderate labor, lift and carry items weighing up to 50 lbs and give support to an individual with ambulation and transferring.
3. Must present a clean, neat appearance.

KNOWLEDGE AND SKILLS

1. Ability to relate well to older adult's physical, emotional, and developmental needs, including the need for privacy
2. Respect for consumers and their property
3. Self-directed
4. Strong interpersonal and communication skills both orally and written, with consumers, families, supervisors and emergency personnel
5. Ability to synthesize information and use independent judgment in executing instructions and documenting services delivered
6. Able to maintain confidentiality

WORKING CONDITIONS

1. Consumer service in the home
2. Driving to complete errands, i.e. grocery, drug store, etc.
3. Office work at United Senior Services