



JOB DESCRIPTION: PERSONAL CARE ATTENDANT

Description

- ◆ Provide service to individuals in their own homes and communities, who need assistance caring for themselves as a result of old age, sickness, disability, and/or other infirmities. Personal Care may include assistance with the activities of daily living, housecleaning, laundry, meal preparation, transportation, companionship, and respite,
- ◆ Responsible for ensuring service is delivered in a caring and respectful manner, in accordance with relevant Agency policies and industry standards.

Reporting Relationship

- ◆ Reports to Supervisor.

Responsibilities/Activities:

- ◆ Assist with the activities of daily living and personal care including:
 - bathing
 - shaving
 - ambulation
 - mouth care
 - dressing
 - exercise
 - hair care
 - feeding
 - toileting
 - nail care
 - positioning
 - medication reminding
 - skin care
 - transferring
 - vital signs and Blood Pressure
- ◆ Ensure client's safety and security by supervising the home environment.
- ◆ Teach/perform meal planning and preparation, routine housekeeping activities such as making/changing beds, dusting, vacuuming, washing floors, cleaning kitchen and bathroom, and laundry.
- ◆ Provide companionship including social interactions, conversations, emotional reassurance, and encouragement of activities that stimulate the mind.
- ◆ Provides respite care for families in accordance with care plans.
- ◆ Perform/assist with essential shopping/errands, which may include handling the client's money in accordance with the care plan and under the observation of the Supervisor.
- ◆ Assist clients with following a written, special diet plan and reinforcement of diet maintenance, which is provided under the direction of a Physician and as identified on the care plan.
- ◆ Escort clients to medical facilities, errands, shopping, and outings as specified in the care plan.
- ◆ Assist clients with communication by writing or typing correspondence for them or researching information for them.
- ◆ Participate on the Care Team by providing input and making suggestions.
- ◆ Ensure service is delivered in accordance with all relevant policies, procedures, and practices.
- ◆ Monitor supplies and resources.
- ◆ Evaluate the program and make recommendations to it, as indicated.
- ◆ Follow the written care plan.
- ◆ Carry out duties as assigned by the Supervisor.
- ◆ Observe clients and their environments and reports unsafe conditions to Supervisor.

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- ◆ Observe clients and their environments and reports behavior, physical and/or cognitive changes and/or changes in living arrangements to Supervisor.
- ◆ Complete and maintain records of daily activities, observations, and direct hours of service.
- ◆ Attend orientation, in-service training sessions and staff meetings.
- ◆ Develop and maintain constructive and cooperative working relationships with others.
- ◆ Make decisions and solve problems.
- ◆ Communicate with Supervisor and co-workers.
- ◆ Observe, receive, and obtain information from relevant sources.
- ◆ Performs other duties as required.

Required Knowledge

- ◆ Knowledge of personal care and home management skills.
- ◆ Knowledge of principles and processes for providing client and personal care services, including needs determinants, meeting quality standards and evaluation of client satisfaction.
- ◆ Knowledge of the English language.
- ◆ Knowledge of the information and techniques needed to diagnose and treat injuries including emergency first aid and CPR.
- ◆ Knowledge of clerical procedures such as maintaining records and completing forms.

Required Skills/Abilities

- ◆ The ability to competently assist clients with their activities of daily living.
- ◆ The ability to be aware of other people's reactions and understanding why they react as they do.
- ◆ The ability to establish and maintain relationships.
- ◆ The ability to teach others.
- ◆ The ability to listen actively.
- ◆ The ability to identify problems and determine effective solutions.
- ◆ The ability to apply reason and logic to identify strengths and weaknesses of possible solutions.
- ◆ The ability to monitor and assess themselves, clients, and effectiveness of service.
- ◆ The ability to understand written and oral instructions.
- ◆ The ability to communicate information orally so others understand.
- ◆ The ability to communicate in writing so others understand.
- ◆ The ability to work independently and in cooperation with others.
- ◆ The ability to determine or recognize when something is likely to go wrong.
- ◆ The ability to suggest several ideas on a subject.
- ◆ The ability to perform activities that use the whole body.
- ◆ The ability to handle and move objects and people.
- ◆ The ability to provide advice and consultation to others.
- ◆ The ability to observe and recognize changes in clients.
- ◆ The ability to establish and maintain harmonious relations with clients/families/co-workers.

Physical and Mental Demands:

- ◆ Good physical and mental health.
- ◆ Physical ability to stand, walk, use hands and fingers, reach, stoop, kneel, crouch, talk, hear, and see.
- ◆ Mental fortitude and stability to handle stress.

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- ◆ Physical and mental ability to drive a vehicle.

Qualifications/Education

- ◆ Certification in Personal Care Indiana
- ◆ Current driver's license.
- ◆ Proper Vehicle Insurance Coverage.

Training/Experience:

- ◆ May require related experience.
- ◆ On the job training for new activities.

I have read and understand the job description and agree to fulfill the position's responsibilities.

Personal Care Attendant Signature

Date

Supervisor Signature

Date