

HELPING RESTORE ABILITY**JOB DESCRIPTION**

Title: Personal Care Attendant
Status: Hourly, non-exempt
Schedule: Variable, based on client needs
Pay Rate: Variable, dependent on client program

JOB SUMMARY:

Primary function is to provide personal attendant services (PAS) i.e., bathing, dressing, grooming, hair and skin care, exercise, feeding, toileting, transfers, ambulation, cleaning, laundry, meal preparation, escorting, shopping, and assistance with self-administered medications. To assist in providing a safe and clean environment and work cooperatively with client/consumer. Share observations and problems with his/her supervisor. Works under the direction and supervision of the Client/Consumer and the Attendant Manager.

JOB QUALIFICATIONS:

Education: Prefer High school diploma/GED or Competency test with two (2) verifiable references.
Skills: Must be able to communicate effectively with assigned client/consumer.
Licensure: Pass checks of criminal background, Employee Misconduct Registry and OIG Medicaid Exclusion list.
Experience: One year supervised personal care attendant experience or providing similar services to individual(s) with disabilities.
Other: Must be at least 18 years old.
Transportation: Reliable transportation. Valid and current driver's license and auto liability insurance is required, if position requires transportation.

ENVIRONMENTAL AND WORKING CONDITIONS:

Works in client's homes in various conditions. Possible exposure to blood, bodily fluids, and infectious diseases. Must be able to work a flexible schedule and travel locally. There may be exposure to unpleasant weather.

PHYSICAL AND MENTAL EFFORT:

Prolonged standing and walking, along with hand-eye coordination and manual dexterity. Must be able to lift up to 50 pounds and move clients. Stressful conditions may occur while performing duties. Must be able to identify client/family needs, make quick decisions, and utilize durable medical equipment.

ESSENTIAL FUNCTIONS:

- Provides general housekeeping activities for the client/consumer, as directed by the Plan of Care.
- Provides direct care to client/consumer under the direction of the Attendant Manager and the Plan of Care.
- Assists the client with safe transfers and ambulation per agency policy.
- Reports changes in client condition and documents pertinent information and care rendered to client/consumer on timesheets, incident reports, etc. Reports observations of abuse, neglect or exploitation to supervisor immediately.
- Practices accepted infection control principles.
- Maintains a clean, safe, and comfortable environment for the client as far as is possible within the constraints of the client's home and resources.
- Promotes positive, supportive, respectful communication to client/consumer, family, and other employees.
- Promotes respect for client's privacy and property.
- Assists the client with proper nutrition and adequate fluid intake, as needed.
- Demonstrates core values: Provide flexible services, based on client preferences; Be compassionate, reliable and trustworthy; Goes the extra mile for the clients served; takes ownership of responsibilities, makes good first impressions.
- Reports to work as scheduled and reports planned absences at least two weeks in advance.
- Calls or has his/her representative report emergency absences to Attendant Manager prior to scheduled shift.
- Attend annual training meeting and complete required assigned training modules.

STATEMENT OF UNDERSTANDING:

I have read the above job description and essential functions. I understand and agree to carry out these responsibilities as assigned. I understand and acknowledge that nothing contained in this job description may be construed as limiting the employer's right to discipline or terminate my employment at any time for failure to perform satisfactorily.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____