



PERSONAL CARE ASSISTANT

Job Description

Job Summary: The Personal Care Assistant (PCA) is responsible for the client's personal care needs and surroundings and may supply temporary relief (respite) for the client's primary caregiver. The PCA provides care in the home, in a hospital, or in a nursing home. The PCA is also referred to as a nursing assistant, respite care worker, or personal support aide.

ALL EMPLOYEES MUST never have been shown by credible evidence (e.g. a court or jury, a department investigation, or other reliable evidence) to have abused, neglected, sexually assaulted, exploited, or deprived any person or to have subjected any person to serious injury as a result of intentional or grossly negligent misconduct as evidenced by this written statement to this effect

Qualifications: The Personal Care Assistant must have one of the following:

- Certification as a CNA on the Georgia State Registry.
- Credentials indicating successful completion of a health care or personal care credentialing program.
- Successful completion of a 40-hour training program provided by a private home care provider.
- Successful completion of a competency exam.

Performance Requirements: The Personal Care Assistant must be able to:

- Lift and/or transfer clients without restrictions. Must be able to lift at least 30 lbs.
- Show patience and respect in dealing with sick, elderly, or disabled clients.
- Work under close supervision of agency staff and cooperate with the client's family and staff from other agencies involved in the client's care.
- Maintain CPR and First Aid certification and annual TB screening.

Essential Job Functions: The PCA follows the care plan established for the individual client. This care plan may include any or all or the following:

- Activities of Daily Living assistance including personal care needs, meal preparation, and assistance with eating. Personal Care needs may include giving or assisting with bath or shower, dressing, grooming, toileting, ambulating, and transferring from bed to chair or other locations.
- Routine housekeeping chores including: laundry, changing bed linens, dusting, washing dishes, vacuuming, and other light household duties.
- Errands as necessary and directed by supervisor.
- Serve as companion to client and/or provide temporary relief to caregiver.
- Provision of specialized client care as instructed by the supervisor and as evidenced by documentation of training.
- Communicate to CHC the client's needs and any changes in the client's status through written documentation and verbal communication.

I have read this job description, and I can meet the position's qualifications, performance requirements, and essential job functions.

Signature _____ Date _____