

PCA Employee Job Description & General Overview

Ability Care Partners is a Minnesota PCA Choice Provider (PCPO) which means we are not a full service traditional PCA agency or Medicare Certified Home Health Care Agency. Our Consumers (or their Responsible Party) direct their own cares and are responsible for finding and scheduling their own PCAs. We do not directly assign PCAs to any open jobs. As a PCA Choice Agency, we process hiring paperwork, maintain required insurance/bonds, payroll and billing. We do not have regular office hours as most of our work is done remotely. We do check email regularly, and this is the recommended way to communicate with us. **Work Verification or Hours Report Requests** must be submitted in writing by fax or email, we do not process these by phone.

If you are a CNA who needs proof of job duties, this document outlines the general duties of a PCA in Minnesota. If you need more specific documentation, your Consumer may be able to write you a more detailed letter.

Personal Care Assistant (PCA)

PCAs provide direct care services to Consumers with disabilities in the home and community. Each Consumer has a Care Plan created by the Qualified Professional that outlines what services are needed. The Consumer (or Responsible Party) hires, trains, schedules and directs all PCA staff.

PCA Requirements:

- Must be at least 18 (or 16-17 with QP supervision), eligible to work in the U.S. and pass a DHS NETStudy 2.0 before working.
- Complete MN-DHS PCA Training & PCA ID (UMPI #) Enrollment
- Be capable of providing all services in the Consumer's Care Plan.
- Demonstrate good communication dependability, ability to follow orders with little direct supervision and make appropriate judgments.
- Must NOT be a Consumer of PCA services and not be the Consumer's Spouse, Parent (of minor child Consumer), Corporate/Paid Guardian or Responsible Party.

Essential PCA Job Duties:

Bowel/Bladder Care • Skin Care • Range Of Motion • Respiratory Assistance • Transfers (with or without the use of belts, sliding boards, Hoyer lifts, etc.) • Bathing • Grooming • Turning/Positioning • Assist with medications that are self-administered by Consumer • Application/Maintenance of Prosthetics, Assistive/Medical Devices • Dressing • Meal Preparation/Plans • Eating/Feeding • Accompanying a Consumer to obtain Medical Treatment and other out-of-home activities • Incidental Household Services • Practice Universal Safety Precautions • Other personal cares as specified in the Care Plan.

General Overview of PCA Responsibilities:

- Provide for the care and safety of the Consumer and report any abuse or neglect
- Communicate openly regularly with the Consumer, Responsible Party and the Qualified Professional regarding progress/changes in condition(s)
- Assist with the Activities of Daily Living, Instrumental Activities of Daily Living (for Consumers 18+), Health Related Functions*, Behaviors* (**if applicable*)