HealthNorth
A practical solution for exceptional home health care.

JOB DESCRIPTION

TITLE: Personal Care Attendant

DIVISION: Home Care

REPORTS TO: Registered Nurse

POSITION PURPOSE: To provide direct care to clients in order to help each client reach and maintain his or her highest level of performance and independence.

PRINCIPAL RESPONSIBILITIES:

- Understand and adhere to information and precautions contained in individual clients' Home Plan of Care; assist in periodic client evaluations and assessments with other members of the health care team.
- Assist the client with exercise, ROM, ambulating, transfer activities (may be under the supervision of physical therapy or occupational therapy).
- Assist the client with personal care activities including bathing, skin care, back rub, hair care, nail care, dressing and undressing, feeding, oral hygiene, shaving, grooming, and bedtime care.
- Read and record temperature, pulse and respiration of clients.
- Administer care to clients including (but not limited to) TPR, weight, hot and cold applications, and application of support stockings and ace bandages.
- Give catheter care to clients, collect urine and stool specimens, do diabetic urine testing, give suppositories and enemas; record intake and output.
- Assist the client to the bathroom or in use of urinal or bedpan. Keep incontinent clients clean and dry.
- Assist the client with client's self-administration of medications.
- Assist the client with personal communication skills as needed.
- Prepare appropriate documentation of client status and the care or service furnished for the clinical record.
- Report any noticeable changes in clients' physical condition, attitude, reaction, appetite, etc., to supervisor on same day of observation.
- Report all client and employee incidents/accidents to supervisor immediately.
- Report any unsafe client behavior such as unauthorized smoking, combative behavior, etc., to supervisor on same day of observation.
- Ensure maintenance of a clean, safe, comfortable and healthy environment for the client.
- Observe safety precautions, including: wiping up wet floors, spills, and other falling hazards immediately; also, reporting safety hazards, frayed electrical cords, unsecure handrails, malfunctioning smoke and carbon monoxide detectors/alarms, defective equipment or environmental hazards to supervisor on the same day of observation.
- Use transfer belt whenever transferring and/or ambulating clients; use mechanical lifts (hoyer, century) whenever appropriate for transfers.
- Use proper body mechanics.
- Engage in respectful social interaction with client, including friendly conversation and empathic support as well as respecting clients' privacy and property.
- Exhibit positive attitude and behavior and demonstrate respect for employees and clients and maintain absolute confidentiality of all information pertaining to clients, clients' families and employees.

- Demonstrate excellent customer relations with clients, coworkers, referral sources and others pertinent to the business.
- Understand the importance of seeking assistance as needed from your supervisor and/or others; demonstrate capability and dependability of following instructions.
- Understand that regular, consistent attendance is necessary to serve the clients.
- Prepare and submit accurate timecards, ensuring they contain the client's or responsible party's signature and leaving a copy of the timecard with the client or responsible party.
- Adhere to HealthNorth Inc., policies and procedures.
- Occasionally, perform other functions as deemed appropriate by the supervisory team.

RELATIONSHIPS:

Supervision Exercised:	None
Internal Company Contacts:	Infrequent direct and telephone contact with all office and health care personnel
External Contacts:	Frequent direct contact with clients, clients' families and vendors

POSITION SPECIFICATIONS:

FLSA Definition:	Non-Exempt
Working Conditions:	Normal conditions; includes some exposure to infectious wastes, toxic chemicals, needles/body fluids, mechanical hazards-driving Occasional exposure to outside temperatures in Minnesota climate.
Hours of Work:	Normally, 30-40 hours per week with extra time as needed to support the mission and activities of the organization.
Other:	The individual must be in good physical condition, have a current chest x-ray or negative TB skin test, and be free of all communicable disease. Must possess a current valid driver's license (with proof of insurance) to go to clients' homes which may not be served by public transportation or the ability to get to clients' residence on time by other dependable means.

EDUCATION SPECIFICATIONS: Must be at least 18 years of age and completed the training requirements as established by the Minnesota Department of Human Services. OR Must be 16 – 18 years old and participated in a related school-based job-training program or completed a home health aide competency evaluation.

SPECIFIC JOB KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Knowledge of what constitutes a clean, safe, comfortable and healthy environment for the client.
- Knowledge of Universal Precautions and necessary infection control measures.
- Demonstrated knowledge of general health and emergency procedures.
- Demonstrated knowledge of safe techniques in administering personal hygiene and grooming that include (but are not limited to): sponge, tub and shower bath; shampoo in sink or tub; nail and skin care; dressing and undressing; oral hygiene; adequate nutrition and fluid intake; toileting and elimination; safe transfer techniques and ambulation; normal range of motion and positioning.
- Demonstrated knowledge of appropriate body mechanics and necessary mechanical transferring devices.
- Skill to perform the principal responsibilities of this position in a safe, efficient manner.
- Ability to listen and communicate clearly, fluently and diplomatically orally and in writing in the English language; also to maintain excellent interpersonal and cooperative relationships with management, staff, clients and clients' families.
- Ability to plan, organize, prioritize, and accurately follow through on work activities to meet deadlines as well as to work independently with a minimum amount of direction and/or supervision.

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- Ability to identify and analyze issues and problems and to use independent judgment to make decisions, and to recommend and/or implement solutions.
- Ability to remain flexible, resilient, calm, maintain a sense of humor and to regularly present a well-groomed, professional image.
- Ability to provide service excellence through a genuine concern for and a strong commitment to serve ill, infirmed or disabled clients of all ages.

PHYSICAL REQUIREMENTS OF POSITION:

In an 8-hour work day this position may require the following:

Sitting	.5	1	2	3	4	5	6	7	8	hours
Standing	.5	1	2	3	4	5	6	7	8	hours
Walking	.5	1	2	3	4	5	6	7	8	hours
Bending/stooping	.5	1	2	3	4	5	6	7	8	hours
Squatting	.5	1	2	3	4	5	6	7	8	hours
Crawling	.5	1	2	3	4	5	6	7	8	hours
Crouching	.5	1	2	3	4	5	6	7	8	hours
Kneeling	.5	1	2	3	4	5	6	7	8	hours
Repetitive movement	.5	1	2	3	4	5	6	7	8	hours
Use both hands	.5	1	2	3	4	5	6	7	8	hours
Finger and hand dexterity	.5	1	2	3	4	5	6	7	8	hours
Lifting/Carrying/Pushing/Pulling										
Up to 10 lbs.	.5	1	2	3	4	5	6	7	8	hours
11-24 lbs.	.5	1	2	3	4	5	6	7	8	hours
25-49 lbs.	.5	1	2	3	4	5	6	7	8	hours
50-80 lbs.	.5	1	2	3	4	5	6	7	8	hours
Reaching above shoulder Level	.5	1	2	3	4	5	6	7	8	hours
Speaking	.5	1	2	3	4	5	6	7	8	hours
Seeing to normal correction *	.5	1	2	3	4	5	6	7	8	hours
Hearing to normal correction *	.5	1	2	3	4	5	6	7	8	hours

- to detect changes in a client's condition

COGNITIVE REQUIREMENTS OF POSITION:

In an 8-hour work day this position may require the following:

Reading	.5	1	2	3	4	5	6	7	8	hours
Confidentiality	.5	1	2	3	4	5	6	7	8	hours
Problem Solving	.5	1	2	3	4	5	6	7	8	hours
Stress	.5	1	2	3	4	5	6	7	8	hours
Math	.5	1	2	3	4	5	6	7	8	hours
Reasoning	.5	1	2	3	4	5	6	7	8	hours
Verbal Communication	.5	1	2	3	4	5	6	7	8	hours
Written Communication	.5	1	2	3	4	5	6	7	8	hours
Client Contact	.5	1	2	3	4	5	6	7	8	hours
Staff Contact	.5	1	2	3	4	5	6	7	8	hours
Multiple/Concurrent Tasks	.5	1	2	3	4	5	6	7	8	hours
Constant Interruptions	.5	1	2	3	4	5	6	7	8	hours

Applicant/Employee Acknowledgment:

I, _____, acknowledge that I have received and reviewed the Position Description set forth above. I further acknowledge that I have had an opportunity to review this Position Description with the Employer, and I understand the nature of the position and the Principal Responsibilities and Requirements, as described above, I would be expected to perform if I am offered this position. If hired, I can, with or without reasonable accommodation, perform the Principal Responsibilities and Requirements described above.

_____ _____

Applicant/Employee's Signature Date