Personal Care Aide

Reports to: Administrator, Assistant Administrator, Supervisor-in-Charge and or Personal Care Aide Supervisor

Position Description:

Responsibilities:

1. Provide assistance to residents with activities of daily living as needed according to the care plan. (Toileting, ambulation, eating, bathing, dressing, personal hygiene, etc.)
2. Assure that residents are dressed appropriately when in living areas of the facility or outside the building.
3. Assist and teach the residents skills in self-help in activities and daily living to maximize their independence and freedom of movement.
4. Based on training criteria, perform all personal care tasks. With completion of the 45-hour course, perform special health related tasks. If the 80-hour course is completed, perform special health related tasks, as approved by doctors' orders, approved and signed off by a registered nurse.
5. Provide personal assistance as needed, requested, or required.
6. Respond to hand bell or other call signals.
7. Assist the residents with transportation when so indicated by the Administrator.
8. Assist the activities coordinator in carrying out planned activities.
9. Provide assistance to residents to keep clothes in proper order.
10. Assist residents with making beds as needed. Make beds when residents not able to do so.
11. Provide residents with a clean washcloth and towel when needed.
12. Provide assistance with using, emptying and cleaning resident equipment (urinals, bedside commodes, bed pans, wash basins, showers, chairs, etc.) as needed.
13. Assure residents receive their snacks and assist them at mealtime as needed.
14. Help orient new residents admitted to the home.
15. Notify the administrator or SIC when there is a need for medical attention of any resident or any other change in resident status.
16. Be able to apply all rules and regulation pertaining to the use of restraints as ordered by the physician in writing.
17. Between the hours of 7:00am and 9:00pm, the primary responsibility of the personal care staff is to care for the residents' needs, but also for non-routine tasks in housekeeping such as mopping spilled water or soiling on the floor.
18. Between the hours of 7:00am and 9:00pm, the primary responsibility of the personal care staff is to care for the residents' needs, but housekeeping duties may be assigned

by Administrator or SIC if these duties do not interfere with personal care of residents or do not disrupt the residents' normal pattern of sleep.

19. Report any accident or incident to Administrator or SIC.
20. Help maintain the self-respect, personal dignity and physical safety of each resident.
21. Work cooperatively with all other staff and relate favorably to residents, their families and visitors.
22. Be familiar with confidentiality of resident information and adhere to requirements.
23. Be familiar with and able to apply the entire adult care home's accident, fire safety, OSHA and emergency procedures.
24. Be familiar with the Adult Care Home Residents' Bill of Rights and assist the residents in exercising their rights.
25. Assure careful treatment of adult care home equipment and utilization of supplies.
26. Read and adhere to all Adult Care Home and employee policies.
27. Participate in any job-related continuing education as required by administrator.
28. Perform any other related duties as assigned in accordance with licensing rules and the home's administrative policies and procedures.
29. Maintain accurate and detailed documentation as required in resident services, such as progress notes, incidents and changes in condition, appearance, and behavior of residents.
30. Follow all rules and duties outlined in the Medication Aide job description when applicable.

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Date Signature of Employee

_____ _____

Date Adult Care Home Rep. Signature