

WILLCARE JOB DESCRIPTION

PERSONAL CARE AIDE

Title: Personal Care Aide	Department: Paraprofessional	FLSA Status: Non-Exempt
Reports to: Nursing Supervisor / DON / DPS	Direct Reports: N/A	Revised: January 9, 2009

POSITION SUMMARY:

Provide personal care, meal preparation, light housekeeping and/or shopping and errands to patients in their homes as outlined by the patient's individual Plan of Care. All care / tasks provided are as authorized by the State as acceptable for the level of care in which the employee is functioning and must be detailed on the patient's Aide Care Plan. See Attachment for Summary of approved tasks by care level.

ESSENTIAL DUTIES & RESPONSIBILITIES FOR POSITION:

1. Assist patients with personal care needs: bathing, elimination needs, transferring, dressing /undressing, and ambulation together with any household tasks (e.g., making bed, changing linens, laundry, light housekeeping, etc.) essential to the patient's health in accordance with the personal care plan.
2. Assists patients with homemaking, including meal planning and preparation. Shops for groceries and essential household or medical supplies.
3. Accompanies patient to medical appointments when approved by the Nursing Supervisor.
4. Document care daily and submit all required paperwork weekly.
5. Report any changes in the patient's condition or incidents to Nursing Department in a timely manner.
6. Performs tasks / skills as outlined on care plan competently
7. Notifies Nursing Department when clarification or education of a task is required.
8. Submits timecards / activity sheets in a timely manner (i.e. weekly)
9. Implements appropriate infection control practices.
10. Demonstrates appropriate judgment skills to be able to make independent decisions in routine patient care matters.

DUTIES & RESPONSIBILITIES OF AGENCY EMPLOYEES:

1. Demonstrates a clear understanding of the Mission, Purpose and Philosophy.
2. Adheres to ethical business practices by striving to perform in a manner that conforms to the highest standards of ethical behavior, integrity and honesty.
3. Takes initiative and responsibility for decisions as an individual and as a company. Exhibits commitment to personal and companywide goals.
4. Participates in the ongoing development of competencies, capabilities, technology and the resources needed to achieve high standards of efficiency and effectiveness. Approaches everything with the passion and desire to meet the highest standards.
5. Places needs of the patient first at all times. Care management and service delivery are developed with the goals of the patient's healing and support in mind. Strives to deliver lasting value to our patients in the comfort of their home.
6. Strives to help lead the industry through vision, technology, innovation, and customer service. Strives to make a difference in the lives of our employees, patients, and community. Encourages a positive environment and experience for co-workers and patients.
7. Treats employees, patients, and business partners with respect. Fosters teamwork by trusting and supporting each other while encouraging collaboration at all levels of the organization. Embraces diversity and demonstrates the ability to work together.
8. Promotes a safe and efficient working environment by adhering to agency policies and procedures.
9. Maintains confidentiality of all agency and patient related information. Protects patient rights as defined in the patient Bill of Rights.

10. Maintains proper attendance and punctuality to ensure that the department is operated in an efficient and cost effective manner.
11. Adheres to departmental and agency dress codes as observed by supervisor.
12. Communicates information effectively both verbally and in writing.
13. Attends and participates in staff meetings, required in-services, agency PI activities and other meetings as requested.
14. Utilizes material, equipment and time in a safe, beneficial, and cost effective manner
15. Organizes workload to complete responsibilities in an appropriate and timely manner.
16. Observe infection control and standard precautions.

OTHER DUTIES & RESPONSIBILITIES:

1. Performs other duties as assigned by supervisor.

SUPERVISORY RESPONSIBILITIES:

1. N/A

EDUCATION & QUALIFICATION REQUIREMENTS:

1. Must be at least 18 years of age.
2. Must have successfully completed a Personal Care Aide training program; or have successfully passed an equivalency exam and posses written evidence of such completion.
3. Previous experience in a home environment desired.
4. Must be mature, emotionally stable and must display a sympathetic attitude toward providing services for patients at home who are medical problems.

PERSONAL & PHYSICAL REQUIREMENTS:

1. Pass a physical examination after being offered employment and a health assessment annually thereafter.
2. Possess reliable means of transportation to and from work.
3. Able to lift up to 50 pounds, perform one person transfer under routine and emergency situations, reposition a bedbound patient alone and able to sit, stand, bend stoop, kneel, pull, climb, reach, lift ,and perform repetitive movements of the upper extremities.
4. Ability to withstand periodic contact with dog/cat hair, dust, mold, mildew and household cleaning solutions.
5. May be exposed to unsanitary conditions in some home settings.
6. May be exposed to high crime areas within the service community.
7. Endure exposure to weather and temperature extremes.