

PERSONAL CARE AIDE

The Personal Care Aide is a non-professional employee, trained to provide personal care and related services in the home. He/She functions under the direction, instruction and supervision of the Staff Nurse and the Director of Nursing and/or Aide Supervisor.

Qualifications

- Completion of the 9th grade; preferably a high school graduate
- Ability to read and write consistent with job requirements
- Completion of a basic Aide training program consistent with state requirements, if any, which include hospital experience and for which a certificate has been obtained
- Has received the appropriate PCA training related to the following:
 - Methodology of assisting clients to achieve maximum self-reliance
 - Principles of nutrition and meal preparation
 - Principles of the aging process
 - Understanding the emotional problem of illness & long-term home care
 - Procedure for maintaining a clean, healthful and pleasant environment
 - Reporting changes in client condition to the Nurse
 - Maintaining the ethics and confidentiality of client care
 - Cooperating with the health care team
 - Providing and maintaining appropriate and required records
- Comprehends the basics of personal care, housekeeping and meal preparation
- Shows an interest and concern for people
- Shows good judgment and tact in dealing with the sick

- Practices good hygiene and is neat in personal appearance
- Freedom from health problems that may be injurious to client, self and co-workers and presents the required documents that indicate such
- Completion of one year's employment as a Nurse's Aide in a hospital or health-related facility
- Possession of the emotional and mental maturity necessary for establishing and maintaining a good work relationship with the client, client's family, and the personnel of the Agency
- Reliable transportation

Responsibilities

By following the Care Plan and/or Assignment form, which has been completed by the Supervisor, the Aide provides the following services:

- Helps the client to maintain good personal hygiene
- Assists in maintaining a healthful, safe environment
- Plans and prepares nutritious meals; markets when instructed to do so by the Supervisor
- Assists the client with ambulation
- Assists with certain treatments as ordered by the physician and approved and supervised by the nurse
- Assists as needed with rehabilitative processes
- Encourages the client to become as independent as possible according to the nursing care plan
- Attempts to promote client's mental alertness through involvement in activities of interest
- Gives simple emotional and psychological support to the client and other members of the household
- Establishes a relationship with client and family, which transmits trust and confidentiality
- Prepares a report of his/her visit on the day it is performed and incorporates same into the clinical record weekly

- Reports any change in the client's mental or physical condition or in his/her home situation to his/her immediate supervisor, the Staff Nurse, or to the Aide supervisor
- Carries out his/her assignment as instructed by the Supervisor and reports to the nurse when he/she is unable to do so
- Works with personnel of other agencies involved in the client's care as directed by the Supervisor
- Performs routine housekeeping tasks as related to a safe and comfortable environment for the client, as instructed.
- Follows universal precautions whenever giving any aspect of client care
- Maintains confidentiality
- Performs only those functions specified for each individual client
- Follows emergency procedures in the event of any incident, e.g., accident, injury or significant change in client's condition

Organizational Relationship

- Reports to Clinical Manager

Special Requirements

- Must have a car with required insurance and a state driver's license or reliable transportation

Functional Abilities

- Able to communicate verbally and in writing to the extent required by the position
- Able to physically perform the duties required by the position
- Able to travel to prospective clients' residences