

Job Description for PCA

Title: Personal Care Assistant (PCA)

Supervisor: Qualified Professional

Job Responsibilities: Providing personal cares as per the care plan in place in accordance with all Department of Human Services (DHS) and agency standards.

Qualifications:

- Must be at least age 18 (applicants ages 16-17 meeting DHS criteria)
- Have the ability to commute to the client home.
- Pass a criminal background check required by the Department of Human Services.
- Complete required initial and ongoing training.
- Be able to lift 50 lbs. (or more if necessary for specific client assignment) and tolerate periods of repeated bending, stooping, etc. as necessary to meet the needs of individual clients.
- May not be a consumer of Personal Care Assistant services.
- May not be the client's spouse, parent or stepparent (if under age 18), paid legal guardian of adult, legal guardian (if under age 18), or licensed foster provider.
- Successfully complete the following: "Individualized Personal Care Assistant Training"
- **The PCA MAY do the following:**
- Bowel and bladder care
- Bathing, grooming, hair washing, dressing, skin care
- Transfers, positioning, turning, mobility, ambulation
- Range of motion and strengthening exercises to maintain the optimal level of functioning.
- Respiratory assistance, tracheotomy suctioning using a clean procedure (determined by RN) and only after training by an RN. Application and maintenance of prosthetics and orthotics.
- Assistance with food, nutrition, and diet activities, as deemed necessary by Assessment.
- Assistance with medication (NOT DISPENSING FROM THE BOTTLE).
- Cleaning medical equipment, cleaning in relationship to cares provided, assisting with instrumental activities of daily living as listed on the Assessment/Service Plan.
- Redirection, monitoring, assisting, and observing/prompting that are integral to the cares listed above for client completion and PCA insuring completed.
- Redirection and intervention for behaviors, including observation and monitoring.
- Interventions for seizure disorders as instructed by the Qualified Professional and Responsible Party, where applicable.

NOTE: A PCA MAY ACCOMPANY A CLIENT OUTSIDE OF THEIR HOME TO PERFORM THE ABOVE SERVICES IF THE CLIENT'S HEALTH OR SAFETY WOULD BE JEOPARDIZED WITHOUT THE SERVICES.

The PCA may NOT do the following:

- May not dispense medication (dose measuring).
- May not perform any sterile procedures including sterile dressing changes.
- May not inject any fluids.
- May not perform any cares not listed in the Care Plan or Assessment/Service Plan or for which the PCA has not been trained.
- May not claim any time that was not actually spent performing the cares as per the Care Plan.
- May not bring their children to work.
- May not care for anyone other than the client while claiming time for working with the client. A PCA may NOT be responsible for or baby-sit for ANYONE while working as a PCA for the client.
- May not submit a fraudulent time card.

I have received a copy of this job description, understand its contents and will adhere to them.

Signature

Title

Date