

## ACCENT ON INDEPENDENCE

### JOB DESCRIPTION

Title: Personal Care Worker (PCW)	Reports To: Homemaker/PCW Coordinator, DON, HR Supervisor
	Date: March 2, 2010

#### **GENERAL PURPOSE OF POSITION**

Under direct supervision is responsible for assisting clients with the tasks of daily living related to personal care and to home management. The primary goals are promotion of client dignity, independence, comfort, mobility, personal appearance, and safety.

#### **PRIMARY DUTIES AND RESPONSIBILITIES**

Approx.

% of time	Duty or Responsibility
65	Personal care of the client: Assist with bathing in bed, tub, shower, or with sponge bath Assist with grooming to include care of hair, shaving, and ordinary care of nails (limited to filing and cleaning) Oral care Skin care Dressing/undressing Assist individual to move on/off bed pan, commode, or toilet (unskilled transfer)
15	Light housekeeping: Floor care to include vacuuming, sweeping, and mopping Dusting Bathroom cleaning Bed making and linen change Laundry Dishes Garbage and waste disposal
5	Meal preparation
5	Documenting according to procedures all visits made and services provided to the client.
3	Feeding (unskilled)
2	Transferring in/out of bed or to change position (unskilled)
2	Ambulation
2	Respite (relief of family members)
1	Medication reminder

## **OTHER DUTIES AND RESPONSIBILITIES**

The client or his/her representative may make additional requests for services not described within this document. Such requests may be performed if time allows during the visit, and if the duty requested is on the client's care plan. Must adhere to the policies and procedures of AOI. Should have the ability to respond appropriately in stressful situations.

*Employees are held accountable for all duties of this job.*

## **RESPONSIBILITIES FOR WORK OF OTHERS**

No supervisory responsibilities are associated with this position.

## **RESPONSIBILITY FOR INTERPERSONAL CONTACTS**

Personal Care Workers should be able to communicate effectively. The PCW must maintain strict client confidentiality at all times.

## **POTENTIAL IMPACT OF WORK ON THE ORGANIZATION**

### **POSITION QUALIFICATIONS**

#### **EDUCATION/FORMAL TRAINING**

N/A

#### **LICENSES, CERTIFICATES, REGISTRATIONS**

PCW certification under Medicare Volume 8 requirements; however, AOI will provide training and certification.

#### **WORK EXPERIENCE**

Experience in the field of home health care is preferred, but not required.

#### **SKILLS**

Must have ability to successfully complete quizzes given on subject matters covered during orientation.

Must have ability to speak clearly and effectively in a variety of settings.

Must have ability to follow written and/or oral instructions

Must have a record of reporting to work consistently and on time.

Must have own transportation to include valid driver's license, current auto insurance and reliable vehicle, or a workable plan for alternate transportation.

### **PHYSICAL DEMANDS:**

While performing the duties of this position, the employee will be required to perform tasks involving physical activity common to ordinary personal care and household chores. Assisting with homemaking should not exceed 15 lbs. There may be bending and prolonged standing associated with this position.

**WORK ENVIRONMENT:**

Flexible work schedule to include days/nights, weekdays, and some required weekends. AOI does not schedule in shifts or guarantee hours.

This job description is not intended, and should not be construed, to be an exhaustive list of all responsibilities, qualifications, or working conditions associated with this position.