

## **Homecare with Heart**

Job Description

## **Personal Care Aide**

Responsible for: Caring for homecare clients providing personal care and homemaking skills.

Qualifications: STNA, PCA, or CNA

Supervisor: Operations Director

### **Responsibilities:**

#### **Personal Care**

- Provide personal care and homemaking as ordered by the supervising Registered Nurse
- Be polite and courteous while providing care
- Recording of vital signs, record intake and output, empty drainage bags
- Personal care assistance from bed bath to assisting in shower, hair care including shampoo and comb/brush, perform mouth and skin care, perform AM/PM care, which includes washing client's face, hands, assisting with brushing teeth/dentures, and making the bed (washing linens as needed)
- Safely transfer client from bed to chair and chair to bed
- Walk client as directed and assist in range of motion exercises
- Help client with dressing and undressing
- Assist client with drainage bag changes and ostomy/stoma cleaning care
- Assist client to self-administer physician ordered medication
- Prepare and maintain hot water bottle and/or ice-packs as directed

#### **Household:**

- Plan and prepare client's meals following appropriate diet
- Wash, dry and put away dishes as needed, take out the garbage
- Change sheets on client's bed as often as necessary
- Perform light housekeeping duties: clean entire bathroom, wipe fixtures and all areas used by the client, sweep and wet-mop floors and dust and vacuum all areas used by the client including bedroom & living room, clean inside refrigerator, inside oven, inside microwave and stovetop as needed
- Launder client's clothing
- Run errands to pharmacy and grocery store

- Clean any medical equipment used by the client such as a cane, walker, wheelchair, etc.
- Adhere to all guidelines outlined in the PASSPORT Employee Code of Ethics
- Adhere to all guidelines defined by HIPAA to protect client confidential information
- Participate in Performance Improvement
- The PCA may transport the client (in the client's car only) to an appointment or other destination if the proper release form is signed by the client. Exception: PASSPORT clients cannot be transported
- Other duties as assigned by the Operations Director and Clinical Director

**Documentation:**

- Documentation of time spent in clients' home performing the above duties is completed by utilizing the Electronic Visit Verification System in real time.
- Protect all information on process for documentation (HIPAA)
- Variances from process and policies will lead to disciplinary action

**Abilities and Knowledge:**

- Ability to observe signs/symptoms that may indicate a change in the client's condition or in that of his/her family and report to appropriate supervisor
- Ability and willingness to follow schedule as assigned
- Ability and knowledge to assist with client rehabilitation adhering to the Plan of Care
- Understanding basic principles of human behavior and recognizing how stress affects individuals and groups
- Ability to exercise common sense, tact, good judgment and enthusiasm in dealing with clients, family members and office staff

**Accepting Responsibility by the employee:**

- Provides evidence of health status as required
- Helps determine skill level and provides necessary credentials to verify
- Completes orientation class and adheres to all policies and procedures of Homecare with Heart
- Reports availability monthly to the scheduler using appropriate forms
- Satisfactorily completes appropriate monthly in-service requirements in a timely fashion
- Performs responsibilities defined in the job description safely and competently
- Communicates problems to the appropriate supervisor/staff member
- Practices client\agency confidentiality at all times

**Performance Evaluation:**

The Operations Director completes annual evaluations with input from appropriate office personnel

**Additional requirements:**

- A valid driver's license and use of automobile is required due to the travel involved
- Annual MUI (Incident) training as dictated by the State of Ohio Medicaid, Ohio Home Care Program and Department of Developmental Disabilities
- Must be able to read and understand various documents used by the agency including Plan of Care, flow charts, client charts, budgets, agency policies and procedures
- Knowledge of Medical Terminology is necessary
- Must be able to use a computer, lap top or tablet
- Requires math skills including ability to add, subtract, multiply and divide whole numbers
- Employees must practice client confidentiality at all times to protect the client's privacy
- Must be able to think independently, recognize potential problems, gather information, and know when to contact a supervisor
- Employees must promote customer service and provide exceptional client care at all times, doing whatever we can to please our clients while staying within the rules of the agency and rules of each program served
- Typing and computer skills are required in this job

## Physical Demands

Constantly walk about;	Constantly reach by extending arm(s) in various directions;
Constantly hold, grasp, turn or work with hand(s);	Constantly use fingers to move objects;
Frequently balance client to prevent a fall or unexpected movement;	Frequently climb up and down steps, ramps, etc;
Frequently bend at the waist;	Frequently stoop or bend knees;
Frequently stand on feet in one place;	Occasionally need to sit in a normal seated position;
Occasionally pull an object over 50lbs. toward you;	Occasionally kneel;
Occasionally carrying objects over 50lbs. in hands, arms or resting on shoulders;	Occasionally push an object over 50lbs. keeping it in front of or moving away from body;
Occasionally lift objects of 50lbs. from one level to another level;	Occasionally crawl by moving around on hands and knees;
Occasionally need to have visual focus and a better than average attention span;	Occasionally demands strenuous physical effort such as handling, walking, climbing, sitting, standing, transferring/turning bed-bound clients;
Occasionally be visiting a work environment that may require safety precautions including protective clothing such as masks, gowns, goggles, face shields, etc. Some conditions may include visiting an environment having a contagious disease, chemicals or irritants. Adverse weather conditions may also require caution.	

I understand and agree to adhere to the responsibilities and all requirements of this job description.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Homecare with Heart Representative

\_\_\_\_\_  
Date