

# Southeastern Minnesota Center for Independent Living, Inc.

## *Job Description*

<b>Job Title:</b>	<b>Personal Care Assistant</b>	<b>Exempt (Yes/No):</b>	<b>No</b>
<b>Location:</b>	<b>Rochester, Winona, Red Wing</b>	<b>Date Revised:</b>	<b>March 2006</b>
<b>Reports to:</b>	<b>PCA Supervisory Nurse</b>		

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### **Job Summary**

This position provides assistance to the consumer in activities of daily living to maintain the consumer in their home.

### **Essential Duties and Responsibilities**

#### **A. Administrative**

1. Timely and accurate completion of:
  - a. Dial-n-Documents Telephony
  - b. Verification of Services forms
2. Adhere to the Health Insurance Portability and Accountability Act (HIPAA) privacy policies and procedures. Maintain confidentiality of all information pertaining to clients, families and employees.
3. Maintain positive working relationships with SEMCIL and SEMCIL UHHS staff, community providers and referral sources.

#### **B. Services and Procedures**

1. Bowel and bladder care
2. Skin care to maintain the health of the skin
3. Range of motion (ROM) and muscle strengthening exercises to maintain an optimal level of functioning
4. Respiratory assistance
5. Transfers and ambulation
6. Bathing, grooming and hair washing necessary for personal hygiene
7. Turning and position of the consumer(s)
8. Assistance with furnishing medication that is normally self-administered
9. Application and maintenance of prosthetics and orthotics
10. Cleaning medical equipment
11. Dressing or undressing of the consumer(s)
12. Assistance with eating, meal preparation and grocery shopping
13. Accompanying to medical appointments
14. Assisting, monitoring or prompting the consumer to complete the above items
15. Redirection, monitoring and observation that are integral part of a personal care plan in the above items
16. Redirection and intervention for behavior, including observation and monitoring
17. Interventions for seizure disorders if the consumer has had a seizure in the past three (3) months
18. Incidental household services that are an integral part of a personal care plan in the above items
19. Tracheostomy suctioning using a clean procedure, if a licensed RN properly delegates the procedure. The RN determines that the tracheostomy suctioning can be accomplished utilizing a clean, rather than a sterile procedure and must ensure that the PCA has been properly taught the procedure.

**Note:** This job description reflects management's assignment of duties and does not restrict nor limit the duties that may be assigned.

## **Qualifications/Requirements**

### **A. Education and Experience**

1. Eighteen (18) years of age, or if sixteen (16) to eighteen (18) years of age, has participated in a related school-based job training program or has completed a certified home health aide competency evaluation.
2. Must successfully complete one of the following:
  - a. A nursing assistant training program or equivalent for which competency as a nursing assistant is determined according to testing administered by the State Board of Vocational Technical Education;
  - b. A homemaker/home health aide pre-service training program using a curriculum recommended by the Minnesota Department of Health;
  - c. An accredited educational program for LPNs or RNs;
  - d. A training program that provides the individual with the skills required to perform personal care assistance services.
3. One (1) or more years of experience in a home care setting.

### **B. Certificates, Licensure and Registration**

1. United States Citizenship or evidence of a valid Alien Work Permit.
2. Valid driver's license and proof of auto insurance, if applicable.
3. Position is subject to a Minnesota Department of Human Services background check.

### **C. Language Skills**

1. Excellent customer service and listening skills
2. Excellent oral and written communication skills.
3. Ability to write clear, concise and accurate correspondence.

### **D. Mathematical Skills**

1. Ability to compute basic mathematics.

### **E. Reasoning Ability**

1. Demonstrate the ability to make appropriate professional judgments.
2. Ability to handle multiple tasks.
3. Able to and provide covered PCA services according to the consumer's care plan, respond appropriately to consumer's needs and reports changes in the consumer's condition to the licensed supervising RN.
4. Strong organizational and problem solving skills.

### **F. Physical and Environmental Demands**

The physical demands described here are representative of those that must be met by employees to successfully perform the essential job functions of this position. In compliance with the Americans with Disabilities Act, reasonable accommodations will be considered.

1. Occasional use of hands, wrists and fingers and lifting or moving up to 75 lbs may be required.
2. Movements such as stooping, crouching, bending, kneeling, climbing and reaching are occasionally required.
3. This position requires spending a majority of the workday standing and walking, with occasional sitting.
4. Noise and/or level of distractions in the work environment is moderate.
5. Specific vision abilities required by this position include close vision, distance vision and peripheral vision.
6. Ability to operate a motorized vehicle and have reliable transportation for work in the community.