

# Southeastern Minnesota Center for Independent Living, Inc. (SEMCIL)

## *Job Description*

**Job Title:** Personal Care Assistant (PCA)  
**Location:** All Service Areas  
**Reports to:** Qualified Professional (QP)

**Exempt (Yes/No):** No  
**Date Revised:** Sept 2014

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### **Job Summary**

This position provides personal care assistance (PCA) services and support for people with disabilities living independently in the community. This includes the elderly and others with special health care needs. PCA services are provided in the recipient's home or in the community when normal life activities take him/her outside the home. PCAs help recipients with activities of daily living, health-related procedures and tasks, observation and redirection of behaviors and instrumental activities of daily living.

### **Essential Duties and Responsibilities**

#### **A. Administrative**

1. Accurately document hours worked according to the DnD protocol, or by promptly completing, signing and submitting verified PCA OMR forms.
2. Complete other documentation/paperwork as required.
3. Report to scheduled visit(s) on time and remain with the PCA Recipient until the visit has ended.
4. Adhere to all policies in the employee handbook, including the procedures for documentation, vulnerable adult, child maltreatment, HIPPA, and infection control.
5. Maintain a positive working relationship with designated Qualified Professional, Human Resources, PCA recipients as well as their Responsible Party and/or family members
6. Independently manage work time to ensure assigned tasks are completed each shift.

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

Based on the care plan that is developed for each PCA recipient, PCAs may assist with the following cares:

1. Skin care to maintain the health of the skin.
2. Range of motion (ROM) and muscle strengthening exercises to maintain an optimal level of functioning.
3. Respiratory assistance.
4. Transfers and ambulation.
5. Bathing, grooming and hair washing necessary for personal hygiene.
6. Turning and position.
7. Reminder to consumer to ensure medication is being self-administered.
8. Application and maintenance of prosthetics and orthotics.
9. Cleaning medical equipment.
10. Dressing or undressing.
11. Assistance with eating, meal preparation and grocery shopping.
12. Accompanying to medical appointments.
13. Assisting, monitoring or prompting the consumer to complete the above items.
14. Redirection, monitoring and observation that are integral part of a personal care plan in the above items.
15. Redirection and intervention for behavior, including observation and monitoring.
16. Interventions for seizure disorders if the consumer has had a seizure in the past three (3) months.
17. Incidental household services that are an integral part of a personal care plan in the above items.
18. Tracheostomy suctioning: PCA must be trained and supervised on the task by the RN QP.

## **Qualifications/Requirements**

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

1. High School Diploma or equivalent preferred.
2. Eighteen (18) years of age or older. If sixteen (16) to seventeen (17) years of age, the individual may be employed by only one PCA provider agency and will be supervised by a QP every sixty (60) days.
3. One (1) or more years of experience in a home care setting is preferred.
4. Must successfully complete a pre-service training program using a curriculum recommended by the Minnesota Department of Health (DHS). PCAs will need the certificate of completion in order to be hired and work as a PCA.
5. Must be able to provide covered PCA services according to the person's PCA Care Plan.

### **B. PCA Limitations**

1. A PCA may not be the:
  - a. Paid guardian,
  - b. Parent or stepparent of a minor child,
  - c. Recipient of PCA services,
  - d. Responsible party, or
  - e. Spouse of the recipient
2. A PCA is limited to providing and being paid for up to two hundred seventy-five (275) hours per month, regardless of the number of consumers being served or the number of PCA provider agencies enrolled with.
3. Employees may work up to a maximum of 16 hours a day; this is for the health and safety of the caregiver as well as the consumer. Employees are only paid for the time services are being provided. Compensation for "sleep time" is not allowed.

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

1. United States Citizenship or evidence of a valid Alien Work Permit.
2. Valid driver's license or ID
3. Acceptable motor vehicle review and proof of auto insurance, if applicable.
4. Position is subject to a satisfactory Minnesota Department of Human Services (DHS) background check and enrollment with DHS as a PCA.

### **D. 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.

### **E. Mathematical Skills**

1. Ability to compute basic mathematics.

### **F. Reasoning Ability**

1. Demonstrate the ability to make appropriate professional judgments.
2. Ability to handle multiple tasks and problem solve.
3. Able to and provide covered PCA services according to the consumer's care plan, respond appropriately to consumer's needs and report unusual observations and overall changes in the consumer's condition to the Qualified Professional.

### **G. 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. Moderate use of hands, wrists and fingers and lifting or moving up to 75lbs may be required.
2. Routine tasks may involve the potential for exposure to blood, blood-containing body fluids and/or tissue.
3. Movements such as stooping, crouching, bending, kneeling, climbing and reaching are occasionally required.

4. This position requires spending a majority of the workday standing and walking, with occasional sitting.
5. Noise and/or level of distractions in the work environment is moderate.
6. Specific vision abilities required by this position include close vision, distance vision and peripheral vision.
7. Ability to operate a motorized vehicle and have reliable transportation for work in the community.

**Note:** The above statements are intended to describe the general nature and level of work being performed. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. This position may be required to perform duties outside of their normal responsibilities from time to time, as needed.

I understand that it is a federal crime to provide false information on PCA billings for Medical Assistance payment. Submitting the documentation verifies the time and services identified are accurate and that the services were performed as specified in the PCA Care Plan.

**I have read, understand and am able to perform the duties described within this job description.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_