

GA Job Description Personal Care Assistant (Hourly)

Summary:

Provides personal care services in the home of Clients; performs related work as required. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. RN supervision is required when providing personal care services to medically frail clients.

Qualifications, Education and Experience:

- Must have a high school diploma or G.E.D. and the ability to read, write and add and subtract two digit numbers and to multiply and divide with 10's and 100's. Language and literacy skills must be adequate to communication needs and requests of the Client.
- One of the following: (1) GA CNA registration card to verify successful completion of nurse aide training and competency evaluation program pursuant to the requirements of 42 CFR Part 483.152, Subpart D; (2) score of 76% or better on the Home Health Aide Skills Assessment Test issued by the National League of Nursing and passing score on Aaron's Home Care skills competency testing; (3) score of 80% or better on Personal Care Assistant Competency Test developed by the Georgia Home Care Association, as well as passing score on supervised and documented skills competency testing by Aaron's Home Care (proof of completion of this testing by another licensed Private Home Care Provider within prior year is acceptable); or (4) successful completion of a 40-hour training program by Aaron's Home Care, including a competency assessment by direct observation.
- 1+ years of experience caring for a senior or the elderly in either the acute, long term care or community based care setting preferred.
- Must never have been shown by credible evidence (e.g., a court or jury, a Department of Community Health investigation, or other reliable evidence) to have abused, neglected, sexually assaulted, exploited, or deprived any person or to have subjected any person to serious injury as a result of intentional or grossly negligent misconduct as evidenced by an oral or written statement to this effect obtained at the time of application.
- Must not have made any material false statements concerning qualifications requirements either to the Department of Community Health or to Aaron's Home Care
- Ability to pass a thorough Criminal and Background Record Check
- Five year work history and a minimum of 4 recent references (2 personal and 2 professional).
- Cleared fitness to work and 2-step PPD test.
- Have personal qualities including: compassion for the elderly; honesty, trustworthiness, reliability, and patience with those in need.
- Reliable transportation to a Client's home and/or a valid driver's license and auto insurance if required by the Client.

Essential Duties and Responsibilities:

- Carry out the prescribed plan of care for the Client as detailed in the Service Plan.
- In personal care cases, support to the Client in all necessary and requested activities-of-daily-living, including bathing, preventive skin care, toileting, ambulation and transfers (total body weight or full assistance lifts require Client supply of mechanical lift), ambulation, active/participative-range-of-

motion exercises, grooming, hand nail care, and mouth care.

- Assistance with self-administered medications only, with periodic prompts and reminders.
- Companionship/sitter activities to include walking, reading, visiting, games, talking, etc.
- Independence training or safety supervision upon Client request.
- Homemaking support in the form of personal laundry, including sheets and towels, cleaning of bathroom and Client's personal space, kitchen and light cleaning of general living areas, meal preparation, menu planning, shopping, errands, home safety, handling emergencies, preventing the spread of infection, and transportation of Client to appointments.
- Reports changes in the Client's condition, family situation, or needs to the appropriate supervisor/health professional.
- Takes and records vital signs, completes required reports and records on time and accurately.
- Reports to work as scheduled and be adaptable to Client schedule, preferences and requests.
- Reports to work with a clean, well-groomed appearance.
- Other duties may be assigned.

Worker Attributes:

- Does not demonstrate need or tendency to take advantage of Client's dependency, assets or vulnerability.
- Able to prepare simple meals.
- Able to demonstrate appropriate cleaning technique for bathrooms and kitchens.
- Language and literacy skills are adequate to communication needs and requests of the Client.

Hours:

One to ten (1-10) active service hours per day over a one to seven (1-7) day work week as requested. No more than four (4) hours without a fifteen (15) minute period of personal time. Worker to eat with Client upon request. Hours may vary. No guarantee of hours, days or type of work.

Compensation:

Worker provides own meals, uniform (scrubs preferred). Overtime compensation at time-and-a-half for time worked in excess of forty (40) hours per week.

I have received a copy of and understand this job description and certify that I can perform all the essential functions of this job.

Caregiver Signature

Date