

Personal Care Worker (PCW)

JOB TITLE: Personal Care Worker (PCW)

Company Name:

ORGANIZATIONAL RELATIONSHIP: Reports to designated clinical supervisor

RISK OF OCCUPATIONAL EXPOSURE TO BLOOD BORNE PATHOGENS: B: limited exposure

JOB SUMMARY

A person, who under professional supervision, provides assistance with nutritional and environmental support, personal hygiene, feeding and dressing.

QUALIFICATIONS

Successful completion of a State approved training program or a 60 hour training equivalent in PCA skills

Shows an interest and concern for people, good judgment and tact in dealing with the sick.

Practices good hygiene and is neat in personal appearance.

Speaks, reads, and writes English.

Must have a criminal background check.

RESPONSIBILITIES/ESSENTIAL FUNCTIONS

Personal Care - assists with:

Bath (tub, shower or bed), Oral hygiene, Grooming and care of hair, Ordinary care of nails, Routine skin care/ lotion massage, Positioning and turning of patients that cannot assist self- in bed and chair,

Elimination, Assist with eating, dressing walking and toileting, Remind patient to take medications

Homemaking - assists with:

Meal planning and preparation in accordance with complex and modified diets, Feeding, Linen change (occupied and unoccupied), Laundry, patient's only, Light housekeeping; washing dishes, clean kitchen, dust & vacuum, only those rooms the patient uses, List needed supplies and grocery shopping.

PCA'S ARE REQUIRED TO:

Follow universal precautions whenever giving any aspect of patient care.

Maintain confidentiality.

Perform ONLY those functions specified for each individual patient on the POC.

Respond to the physical, emotional and development needs of patients.

Follow emergency procedures in the event of any incident, e.g., accident, injury or significant change in patient's condition.

Essential Administrative Functions:

Follow patient rights at all times.

Record each activity performed on each case on a daily basis

Report any incident or change in condition of patient or environment immediately.

Submit Daily Activity Sheets and record accurately on a timely basis (WKLY).

Follow instructions, is punctual and is at work as scheduled.

Follow all appropriate agency policies.

Attend in-service education annually per agency policy.

Provide all information required for the maintenance of personnel record as per State regulations.

Show interest, asks questions and seek help as indicated; is receptive to supervision.

Develop relationships and is cooperative with patient, family and supervisor.

Maintain appropriate appearance.

Productive and uses time efficiently.

Follows instructions, is punctual and attendance is acceptable.
Cooperates with supervisor and with patient/family.
Self-reliant and plans appropriately.
Performs other duties as assigned.

SPECIAL EQUIPMENT TO BE OPERATED

Office equipment- phone, computer, printer, copy machine

WORK ENVIRONMENT

Indoors, performing computer/office duties- phone work, patient care tasks
Travel to cases/meetings; will require transportation to get to various sites

FUNCTIONAL ABILITIES

Able to hear, speak, understand and communicate effectively in English.

PHYSICAL REQUIREMENTS

On a daily basis: walking, standing, sitting, reaching, use of telephone, use of computers & other office equipment, climbing stairs.
Is able to lift, turn and transfer patients weighting up to 150+ pounds.
Is able to carry bundles upstairs weighing up to 10 pounds.

When duties/responsibilities change, the job description will be reviewed and subject to changes of business necessity.

EMPLOYEE SIGNATURE:

Date: