PERSONAL CARE ASSISTANT

JOB SUMMARY

The primary functions of a Home Health Aide are to provide activities related to supporting clients in their home

ESSENTIAL DUTIES AND FUNCTIONS

Provides those services developed by the RN as outlined on the Plan of Care including but not limited to:

- Record and report changes in the client's condition, family situation or needs to the appropriate health care professional
- Utilizing principles of basic nutrition, budgeting and buying, and considering preferences of the clients
- Assist with prompts of self-administered medications. **NO MEDICATION ADMINISTRATION BY STAFF, BE IT TOPICAL, ORAL, OR ANY OTHER ROUTE. MEDICATION REMINDERS ONLY.**
- Completes required reports and records on time and accurately
- Organizes tasks in a safe and efficient manner with indirect supervision
- Completes required documentation
- To participate in training sessions as required by the Agency

PERFORMANCE STANDARDS

Must provide courteous service to clients, general public, vendors, providers, staff and corporate personnel
Must comply with company work rules
Establishes a relationship with client and family which convey trust and confidentiality
Works cooperatively with personnel of other community agencies involved in the client's care as directed by the RN Supervisor and Agency Administrator
Show respect and dignity for the client being served
Follows agency policies and procedures
Should not be performing tasks or treatments outside of the scope of practice deemed safe and permissible by this program and or the Plan of Care

Physical Demands:
Good mental and physical health;
Must be able to function smoothly and efficiently under stress

Working Conditions:
Working indoors, and outdoors in community and to and from the client's place of residence
Responsible for maintaining open lines of communications between office staff, clients, and families

Mental Application:
Flexibility, a tolerance for varied lifestyles of people
Respect for confidentiality

Ability to work under supervision and within the guidelines
Use sound judgment
Must possess a genuine interest and concern for others
Pleasant, friendly, outgoing and positive attitude
Empathetic
Ability to communicate knowledge and skills to others through example, demonstration and discussion of job
Ability to work within the home environment as a member of the team
Ability to accept and utilize supervision

MACHINES/EQUIPMENT/TOOLS
Must have reliable transportation for work and use of a cell phone or telephone

QUALIFICATIONS

1. Understand and carry out simple directions and instructions
2. Provide employer references
3. Compliance with state and federal employment health regulations
4. Attendance at New Hire Orientation
5. North Carolina valid driver's license
6. Complete background check

PHYSICAL AND SENSORY REQUIREMENTS

Must function adequately so that the requirements of the position can be fully met
Must function independently and have flexibility, personal integrity, and the ability to work effectively with clients, personnel, and support agencies
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Must be in good health and demonstrate emotional stability

REPORTING RESPONSIBILITIES
Supervised directly by Nursing Staff of Mercy Mine Home Care

ACKNOWLEDGMENT:

I have read this job description and fully understand the requirements set forth therein. I hereby accept the position of Personal Care Assistant. I agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability.

I further understand that my employment is at-will, and thereby understand that my employment may be terminated at-will by the Agency and that such termination can be made with or without notice.

NOTE: MUST ALSO COMPLETE THE CRIMINAL BACKGROUND CHECK AND NOT BE LISTED ON THE NC HEALTH CARE PERSONNEL REGISTRY WITH A SUBSTANTIATED FINDING.

SIGNATURE _____ DATE _____