



PRN Personal Care Aide Job Description

REPORTS TO:

In-Home Aide Coordinator, Home Care Supervisor and RN Supervisor

JOB SUMMARY:

Provide in-home care for Agency clients based on clients' care plans and supervisor assignments. Aides may perform services including Personal Care, Attendant Care, Respite, Homemaker, and others as assigned. Duties to be performed include, but are not limited to, the following:

Feeding, toileting, grooming, bathing, dressing, mobility/transfer, medication reminder, meal preparation, laundry, shopping, and light housekeeping.

SPECIFIC DUTIES:

1. Performs duties of Personal Care Aide services as assigned by supervisor, and records services performed on appropriate forms.
2. Immediately reports any concerns, problems, or abnormalities to In-Home Department personnel, such as a decline in physical or mental health of client, client not in home, client refusing services, environmental problems with the home, safety issues, etc.
3. Reports to Aide Coordinator *all* off-schedule times and/or failure to see a client for any reason *beforehand* whenever possible. (Off-schedule means working at times other than those times assigned, such as arriving early or late to a client's home, or leaving early or late from a client's home.) If working with client after-hours, calls the 800 number on the back of the ID badge and reports to the RN-on-call in the event of medical emergency with the client.
4. Completes In-Service training in keeping with Agency policy in a timely manner.
5. Completes Electronic Verification Records as instructed following guidelines.
6. Follows all Agency policies and procedures, established safety and infection control practices and performs other duties as assigned.
7. Maintains the highest level of honesty, integrity, dependability, and *confidentiality* in all dealings with clients, in keeping with Agency policies and HIPAA regulations.

QUALIFICATIONS:

1. Must be a certified PCA or CNA and meet the training requirements for Personal Care Aides as established by Medicaid and the Arkansas Department of Health.
2. Must have valid Arkansas Driver's License or State of Arkansas ID.
3. Must be able to travel to clients' homes and have *dependable* transportation with proof of automobile insurance. Must keep auto insurance updated with Aide Coordinator at all times.
4. Must possess ability to read and write English proficiently.
5. Must pass a criminal background check, adult/child maltreatment checks, drug screen and reference check.
6. Must have "smart" phone with available data and provide valid email address.
6. Physical Qualifications: Must be able to climb and carry objects (laundry, groceries, etc.) up and/or down a flight of stairs. Must be able to do work that requires lifting of up to 40 pounds, bending, twisting, stooping, walking, squatting, kneeling, pushing, and pulling. Must be able to lift/remove items that are higher than your shoulders. Must be able to do cleaning and other jobs that expose your skin to water, detergents, and other cleaning materials.

My signature below verifies that I have read and understand the requirements of the Personal Care Aide job description as outlined above, that I agree to abide by this job description at all times, and that I have received a copy of this job description.

Employee Signature

Date