



## **JOB DESCRIPTION PERSONAL CARE ASSISTANT**

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|------------------------|--------------------------|----------------------|-------------------------|
| <b>Position Title:</b> | Personal Care Assistant  | <b>Location:</b>     | Marin and San Francisco |
| <b>Department:</b>     | Personal Care Department | <b>FLSA Status:</b>  | Non Exempt              |
| <b>Reports To:</b>     | Personal Care Manager    | <b>Revised Date:</b> | 5/09                    |

### **SUMMARY**

The Personal Care Assistant is responsible for providing a full range of care to Living Well members in their homes. This care includes preparing meals, doing light housekeeping, reminding members to take medication, providing company to members, helping with ambulation, bathing feeding and toileting, and ensuring that members are as comfortable as possible in their homes. This position is also responsible for communicating member's needs and concerns to other members of the Living Well team, providing excellent customer service, and may be responsible for driving members to appointments.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Provide direct care to Living Well members in their homes to ensure that they are comfortable, well-cared for, and engaged
- Follow up and communicate with supervisor on any issue that may be of concern to the Living Well member or their family
- Enter daily care notes using a computer
- Drive and accompany members to appointments
- Be flexible in approach and be willing to do anything within reason that will help keep the Living Well member safe and comfortable
- Help members to transfer from their chairs/beds and ambulate safely around their homes
- Provide meals, either through simple cooking or heating up pre-prepared meals
- If necessary, feed members and ensure that they have enough to drink
- Run errands
- Engage members in conversations and other activities that interest them
- Ensure that members are properly toileted. For those that are incontinent, change diapers and ensure that members are dry and clean
- Help members get dressed and perform grooming and bathing
- Do light laundry – as necessary
- Remind members to take medication. Notify supervisor if medications are not properly taken
- Performs other duties as directed, developed or assigned

## **SUPERVISORY RESPONSIBILITY**

None

## **QUALIFICATION REQUIREMENTS**

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, skills and/or abilities necessary. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:** Two years home-care experience with older adults. HHA or CNA license preferred.

**Language Skills:** Read, write, and speak English fluently. Able to communicate effectively and professionally with other departments, members and their families

**Technical Skills:** Basic computers skills, including email. Ability to learn skills necessary for monitoring client safety technologies

**Reasoning Ability:** Ability to solve practical problems and to be solution focused. Ability to interpret a variety of instructions furnished in written or oral form. Able to prioritize

**Certificates, Licenses, Registrations:** None required but HHA or CAN preferred

**Other Skills & Abilities:** Genuine enthusiasm for working with older adults. Willing to learn. Able to work with little direct supervision. Strong customer service approach to all work and interactions.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Constant need to perform the following physical activities: lifting and transferring older adults, making beds, writing, grasping, reaching, turning, finger dexterity.
- Sitting 30% and standing/walking 70% of workday.
- Lifting/carrying/transferring objects and people
- Vision requirements: Frequent need to see things clearly beyond arms' reach.
- Hearing requirements: Constant need to speak on telephone and converse with Living Well members and staff. Ability to hear fire alarms and emergency equipment.

## **DRIVING REQUIREMENTS**

Need to utilize personal transportation to purchase supplies, attend meetings and occasionally take member to appointments. Must have a clean and valid Driver's License and appropriate vehicle insurance as required by law.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an individual encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the individual occasionally works near moving mechanical parts and may be exposed to wet and/or humid conditions.
- The individual is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals.
- The noise level in the work environment is usually moderate.

**I have read and, understand and voluntarily commit myself to the general guidelines contained in this document. I also understand that this is only a basic description of my job and it does not, nor is it intended to, outline all of the specifics of the responsibilities that I will be expected to perform.**

Team member signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor signature: \_\_\_\_\_

Date: \_\_\_\_\_

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