

Title: Personal Care Assistant (PCA)

Supervisor: Supervising Qualified Professional (QP) and Responsible Party

Position Purpose: Provides health care tasks, personal hygiene services, housekeeping tasks and other related support services as outlined in a client's Care Plan that are essential to the client's health and safety needs.

JOB DUTIES:

1. Provide assistance in accomplishing **activities of daily living(ADLs)** which include the following:
 - **Dressing** – Choosing appropriate clothing for the day, includes laying-out of clothing, actual applying and changing clothing, special appliances or wraps, transfers, mobility and positioning to complete this task.
 - **Grooming** – Personal hygiene, includes basic hair care, oral care(including care of dentures), nail care (except recipients who are diabetic or have poor circulation), shaving , applying cosmetics and deodorant, care of eyeglasses, contact lenses, hearing aids.
 - **Bathing** – Starting and finishing a bath or shower, transfers, mobility, positioning, using soap, rinsing, drying, inspecting skin and applying lotion.
 - **Eating** – Getting food into the body, transfers, mobility, positioning, hand washing, applying of orthotics needed for eating, feeding, preparing meals and grocery shopping.
 - **Transfers** – Moving from one seating/reclining area or position to another.
 - **Mobility** – Moving including assistance with ambulation, including use of a wheelchair. Mobility does not include providing transportation for a recipient.
 - **Positioning** – Including assistance with positioning or turning a recipient for necessary care and comfort.
 - **Toileting** – Bowel/bladder elimination and care, transfers, mobility, positioning, feminine hygiene, use of toileting equipment or supplies, cleansing the perineal area and inspecting skin and adjusting clothing.
 - Monitoring, assisting, offering direction and prompting activities that are integral to the cares listed above.
2. Provide assistance with **health related procedures and tasks** which includes:
 - Passive/active range of motion or other exercises to maintain the optimal level of functioning.
 - Respiratory Assistance: Application and maintenance of CPAP, BIPAP, respiratory vests, cough assist machines, and oxygen equipment
 - Applying and maintaining prosthetics and orthotics
 - Non-sterile catheter care
 - Cleaning medical equipment
 - Tube feedings
 - Interventions for seizure disorders as instructed by the supervising RN.
 - Special skin care
 - Assistance with self-administered medication including bringing medication to the recipient, and assistance with opening medication under the direction of the client or responsible party
3. Providing redirection and intervention for **behaviors**, including observation and monitoring and documenting
4. Provide assistance in completing **instrumental activities of daily living (IADLs)** which includes but is not limited to:
 - Meals- including planning and preparation, set-up, storing food, clean up and washing dishes
 - Light housekeeping- including sweeping, mopping, dusting, vacuuming
 - Laundry- including washing, drying, folding, and putting away laundry, changing linens, ironing clothes
 - Basic assistance with paying bills
 - Shopping for food, clothing and other essential items
 - Accompanying to appointments
 - Transportation- includes driving the client in client's vehicle or accompanying on public transportation
 - Recreation including but not limited to in-home and community activities

NOTE: IADLS are not a covered service for children under the age of 18 unless immediate attention is needed for health or hygiene reasons integral to the personal care services and the need is listed in the client's Care Plan (must be approved by county assessor)

5. All duties listed above are part of the PCA job. Duties will vary from client to client. PCAs are required to be able to complete all duties outlined in a client's Care Plan.

JOB RESPONSIBILITIES:

- PCAs must manage their hours to the hours agreed upon within the client's Service Agreement, with the responsible party, and as outlined by A Caring Company, Inc. They are not allowed to work more than the hours per week noted on their wage agreement. Any over-time must be pre-approved by A Caring Company, Inc. **If a PCA works for multiple clients and/or multiple agencies, they are not allowed to work more than a total of 275 hours per month. It is their responsibility to keep track of their total hours worked.** If the employee exceeds the 275 monthly limit, they will be *personally responsible for reimbursing A Caring Company for any financial losses due to this error.* Failing to comply with this requirement is grounds for termination.
- PCAs must respond appropriately to client needs.
- PCAs must report changes in the client's condition to the Qualified Professional and responsible party.
- PCAs must only provide services outlined in the client's Care Plan.
- PCAs are mandated reporters for vulnerable adults and minors.
- PCAs must use proper body mechanics. This includes use of a transfer belt where appropriate.
- PCAs must report all client and employee incidents/accidents to their Qualified Professional immediately. They are required to formally document the incident on the appropriate company forms.
- PCAs must ensure maintenance of a clean, safe, comfortable and healthy environment for the client.
- PCAs must engage in respectful social interaction with the client, including friendly conversation and empathetic support as well as respecting client's privacy and property. PCAs should have a positive attitude and maintain absolute confidentiality of all information pertaining to clients, clients' families and other company employees.
- **PCAs must keep the responsible party and A Caring Company, Inc informed of phone number changes. They must also notify the agency of all address and name changes.**
- PCAs are responsible for showing up to scheduled shifts on time. When unable to cover a scheduled shift, they must give at least a 2 day notice to enable scheduling of another PCA to cover their shift. **A PCA can be terminated for a No Call/No Show to a scheduled shift.**
- PCAs must observe safety precautions including: wiping up wet floors, spills, and other falling hazards immediately; also reporting safety hazards, frayed electrical cords, unsecured handrails, malfunctioning smoke and carbon monoxide detectors/alarms, defective equipment or environmental hazards to responsible party and Qualified Professional on the same day of observation.
- PCAs must prepare and submit accurate timecards by the due dates, ensuring these contain the client's or responsible party's signature and leaving a copy or originals of the timecard with the client/responsible party.
- PCAs must adhere to A Caring Company, Inc. policies and procedures.

The PCA may NOT do the following:

- May not dispense medication (dose measuring).
- May not perform any sterile procedures including sterile dressing changes.
- May not inject any fluids.
- May not perform any cares not listed in the Care Plan or Public Health Nurse's assessment or for which the PCA has not been trained.
- May not claim any time that was not actually spent performing the cares as per the Care Plan.
- May not sign the client's/responsible party's name to any document.
- May not transport a client in their car while working for A Caring Company, Inc.
- May not bring their children to work.
- May not care for anyone other than the client while claiming time for working with the client unless the PCA is working for DHS approved Shared Care clients . A PCA may NOT be responsible for or babysit for ANYONE while working as a PCA for the client.
- Work more than 275 hours per month providing PCA services regardless of the number of clients or agencies working for.

PCA QUALIFICATIONS:

- Must be at least age 18. Applicants ages 16-17 will be considered after a specified training program has been completed and the applicant has demonstrated their ability to meet the needs of a specific client and be approved and monitored every 60 days by the supervising RN.
- Must have the ability to provide covered personal care services outlined under Job Duties according to the client's Care Plan including the ability to work with little direct supervision and make appropriate judgments.
- Must pass a background check required by the Department of Human Services before providing services to clients. They must also pass a background check when required due to 3 or more months of not providing services to a client of A Caring Company, Inc.
- Must not be on the Office of Inspector General's list or the DHS Excluded Provider Lists
- Must be authorized to work in the United States. Prior to the first day of work, the PCA will be required to submit a completed I-9(Employment Eligibility Verification), a completed W-4(withholding allowance , two original documents outlined in the I-9 to be copied and retained in your employment records, and permanent resident cards or work authorization cards for non-US citizens.
- Must have good physical and mental health and not misuse or show dependency on mood altering chemicals including alcohol.
- Must be able to lift 50 lbs. (or more if necessary for specific client assignment) and tolerate periods of repeated bending, stooping, etc. as necessary to meet the needs of individual clients.
- Must be able to communicate effectively with the client and A Caring Company, Inc. staff, respond appropriately to client needs and report changes in a client's condition to the Supervisory Nurse.
- May not be a consumer of Personal Care Assistant services, the client's legal guardian or related to the client as a spouse, parent or step-parent of a minor unless specifically waived by DHS.
- Must be able to be contacted by the responsible party or A caring Company, Inc. This includes having a working phone number where you can be reached.
- PCAs must have reliable transportation and a valid driver's license. The driver's license requirement may be waived at the request of a PCA Choice client. If the requirement is waived, the PCA must have the ability to commute to the client's home and must be able to arrive at a client's home on time. However, if the PCA requires another client assignment, they must meet this requirement or it will be considered a voluntary quit. Certain client assignments require the following:
 1. PCA's will be required to have a valid driver's license if the client assignment requires that they must drive the client's vehicle.
 2. PCAs will be required to have a valid driver's license and carry automobile insurance coverage as specified by A Caring Company, Inc. if they will be using their car to run errands such as shopping or picking up prescriptions while working for the client.
- Successfully complete the following training requirements:
 1. Minnesota Department of Human Services' PCA Training Certification(required at time of application).
 2. A Caring Company, Inc.'s training program including passing annual in-service tests with a score of 75% or higher. If a PCA does not return the annual test, it will be considered a voluntary quit. If PCA is a CNA or HHA and they are currently on the registry, they will not have to complete all of the initial company training.
- **All PCAs must continue to meet these qualifications as a condition of employment. Failure to meet these qualifications is grounds for termination.**

Hours of Work

- Monday through Sunday-varies as needed throughout the week
- PCA hours will vary depending on client needs. When assigned to new clients, PCAs hours and days worked may change.

Client Assignments

- All PCAs will be on a Probationary Period for their first 90 days of employment with A Caring Company, Inc once they are assigned to a client. This may be extended subject to supervisory discretion. PCAs can be terminated at any time during this period with or without cause.
- A Caring Company, Inc.'s service area covers the state of Minnesota. Most positions are available within the greater Twin Cities metropolitan area. When a PCA is hired, he/she is assigned to a particular client or clients. If these clients leave our agency or no longer require the PCA's services, the agency will assign the PCA to another client if a new assignment is available. The new assignment may require that the PCA work different days or hours. The PCA may be required to perform different job duties. The new assignment can be up to 50 miles away from the PCA's home. The PCA may also be required to have a valid driver's license for the new assignment even though the previous client had waived this requirement. The agency will attempt to accommodate the PCA's needs when making client assignments but this cannot be guaranteed. **Failure to accept a new assignment will be considered a voluntary quit.**

NOTE: This job description is not all-inclusive. PCAs may perform other related duties and have additional responsibilities based on client needs.