

Personal Care Attendant (PCA)

Personal care attendants (PCA) assist disabled, chronically ill and cognitively challenged clients with personal care needs, in their homes. The Personal Attendant is accountable to the Program Manager, for the provision of home based personal care services and general assistance with the activities outlined in the Plan of Care (POC).

Responsibilities:

The PCA will assist clients with the following needs according to each client's Plan of Care (POC).

- a) Assist clients minimally with all activities of daily living as needed;
- b) Assist clients with self-administration of medication;
- c) Assist client with grooming;
- d) Assist clients with bathing;
- e) Assist client with housekeeping;
- f) Assist with laundry;
- g) Respond to client emergency calls and determine what services are needed, and contact the appropriate person(s);
- h) Respond to client concerns & requests;
- i) Observe and assist clients during meals and report any concerns to the Program Manager;
- j) Document on services charting form the services performed for the client during the shift;
- k) Communicate pertinent information regarding client status to next attendant coming on duty before leaving shift;
- l) Maintain good relations with clients, families and coworkers;
- m) Be a client advocate and respecting the client rights;
- n) Behave in all matters in a way that reflects the mission and values of P & P Home Services, LLC;
- o) Report any suspicions of abuse, whether physical or financial, to the proper authorities as indicated in P & P Home Services, LLC policy and procedures on "Reporting Abuse". ***All employees are mandated reporters for vulnerable adults.***
- p) Ensure compliance with all organizational policies and procedures as they relate to the provision of attendant care services;
- q) Perform job duties in a safe and sanitary manner;
- r) Report to work as scheduled;
- s) Complete other duties as assigned by supervisor.