

Redstone Presbyterian SeniorCare Job Description

Job Title:	Personal Care Assistant
Department:	Nursing
Reports To:	Campus Director
FLSA Status:	Non-Exempt
Prepared By:	Fox's Worth Consulting
Prepared Date:	06-27-03; 05-03-06; 05-04-07; 01-04-09; 07-30-10; 06-08-12; 08-22-16; 09-01-17; 04-08-18
Approved By:	Amy Light, Chelsea Wolfe, Joanne DeFelice, Rita Treager
Reviewed & Approved Date:	April 2018

Summary

The Personal Care Assistant cares for residents in nursing and personal care/assisted living departments while keeping them safe and comfortable during their activities of daily living.

Essential Duties and Responsibilities

Teamwork with the following and all other duties and responsibilities assigned.

1. Performs rounds on each resident upon arrival and departure of each shift. Obtains report on all residents on unit assigned.
2. Assists resident with bathing/showering, dressing, oral care, toileting, nutrition and hydration as per individualized care plans.
3. Transports resident to and from activities of choice, dining services, beauty shop appointments and chapel services via recommendations from the facilities Rehab Department.
4. Answers signal lights, bells or intercom system to determine and assist with resident needs.
5. Takes and records temperature, blood pressure, pulse and respiration rates. Obtains daily weights as assigned in addition to food and fluid intake and output as directed.
6. Maintains knowledge of approved documentation guidelines.
7. Reports any change in resident condition to the supervisor immediately.

Other Responsibilities

1. Assists with stocking supplies in clean utility rooms and individual resident rooms as needed.
2. Attends monthly mandatory nursing in-service.
3. Documents and performs restorative nursing care per individualized maintenance goals.
4. Maintain safe and comfortable environment by maintaining education of usage of all facility safety devices and pressure relief techniques.
5. Attends other meetings and training sessions as required or appropriate for positioning.

Supervisory Responsibilities

This job has no supervisory responsibilities.

Qualifications

Must meet qualifications set by Department of Welfare. 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, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Working towards certificate upon completion of a nurse's aide certification curriculum from a community college or vocational school. At least three months of related experience and/or training as a C.N.A preferred; or equivalent combination of education and experience.

Language Skills

Ability to read and interpret documents such as safety rules, procedure manuals and resident charting notes and directives. Ability to write routine reports, correspondence and perform resident charting. Ability to complete all assigned paperwork and charting using ECS. Ability to speak effectively with residents, family members, or employees in group or one-on-one situations.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals when determining a resident's weight loss or gain and entering relevant numerical data in ECS. Ability to estimate volume and percentages when documenting resident dietary and nourishment intake or output data.

Reasoning Ability

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions as given by the LPN or supervisor. Ability to deal with problems involving a few concrete variables in standardized situations dealing with the care of the residents, such as changing the order of duties needed to be carried out for a resident who sleeps a little later or assessing the best way to handle an agitated resident on a given day and still get take care of their needs.

Computer Skills

Charts on flow sheet information, and notations regarding physical or behavior changes. Uses e-mail to communicate with others internally and externally. Individual should also have knowledge word processing software for creating correspondence.

Certificates, Licenses, Registrations

In training towards obtaining a Certified Nurse Aide certification.

Other Skills and Abilities

Certified Nurse Assistant skills specific to geriatric residents are needed. May need additional skills with special-need geriatric residents such as those with dementia, Alzheimer's or those requiring skilled health care. Ability to use resident lift equipment.

Mental Abilities

- * The ability to get along with others and engage them in activities
- * The ability to concentrate for extended periods of time
- * The ability to remain calm in emergency situations
- * The ability to shift focus from one task to another

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform 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 employee is regularly required to stand or walk throughout the Redstone campus. The employee is regularly required to: 1) use hands to finger, handle, or feel; 2) reach with hands and arms; and 3) balance to: use the telephone or computer, use medical equipment to assess resident vital signs, prepare residents to be lifted, operate the Sara or Maxi lifts, lift or assist a resident out of a chair or bed, feed residents, prepare and serve meals, clean kitchenette tables and counters, set tables, use dish cloths and towels in kitchens and bathrooms, make beds and change linens, dress residents, fold

laundry, turn door knobs, reposition chair alarms, assist or perform personal hygiene care for resident (brushing teeth, bathing or showering, drying after bath or shower), manipulate walkers and wheelchairs, assist residents when walking, store clean linens in closets, push residents in wheelchairs, and put away dishes, glasses, etc. The employee is occasionally required to climb stairs.

The employee is regularly required to stoop, kneel, or crouch during the following tasks:

- Bend at a 45-degree angle to lift or re-position a resident in their wheelchair
- Bend at a 45 - 90 degree angle to awaken and help a resident from bed
- Bend at a 45 - 90 degree angle to talk to, feed, cleanse, etc. a bedridden resident
- Bend at a 45 - 90 degree angle to change residents' bed linens
- Bend or kneel when drying a resident after a shower
- Stoop or kneel when pulling on socks, shoes, pants, etc.
- Stoop or kneel to tie shoes, put on slippers, etc.
- Bend to load/unload dishwasher
- Bend, stoop or kneel to pick up food, clothing or other items from the floor
- Stoop, kneel, crouch, and bend when leading the daily exercise activity
- Stoop, kneel, or crouch when communicating with residents

The employee is required to talk or hear on an on-going basis when communicating with various individuals, listening in a stethoscope while taking a resident's blood pressure, and assessing a resident's respiration. The employee is frequently required to use his/her senses of taste and smell to ensure that food is tasty and edible and to detect odors within the unit and emanating from the residents or their belongings. The employee is occasionally required to sit at a desk when charting and at a table to feed residents. The employee must regularly lift and /or move up to 50 pounds, which is generally glasses, dishes, food trays, utensils, and clean or dirty laundry (bed sheets, blankets, kitchen cloths, towels, and clothing protectors). The employee frequently lifts and/or move up to 100 pounds when assisting a resident out of bed or a chair without the aid of lift equipment and when transporting residents by wheelchair. The employee occasionally lifts and/or moves more than 100 pounds when assisting or transporting heavier residents without the aid of lift equipment.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus in situations such as but not limited to the following:

- Reading and writing reports (close vision and the ability to adjust focus)
- Charting resident information in ECS (close vision and the ability to adjust focus)
- Recording of vital signs (close vision and the ability adjust focus)
- Watching over residents for their safety and monitoring their behavior (close vision, distance vision, and peripheral vision)
- Keeping hallways and rooms safe (distance vision, close vision, peripheral vision, and ability to adjust focus)
- Measuring liquids for input and output recording (close vision, distance vision, color vision, depth perception, and ability to adjust focus)
- Reading thermometers and blood pressure gauges (close vision and ability to adjust focus)
- Assessing residents' skin texture and color (close vision, color vision, and ability to adjust focus)
- Observing resident's breathing pattern from doorway at evening rounds (depth perception, distance vision, and ability to adjust focus)
- Dressing a resident or to identify proper adult protection as they are color and size coordinated (close vision and color vision)
- Assisting residents in walking with walker (close vision, distance vision, depth perception, peripheral vision, and ability to adjust focus)

Work Environment

The work environment characteristics described here are representative of those an employee 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 employee is frequently exposed to airborne viruses and bacteria, as well as blood-borne, fecal-borne, and other bodily pathogens carried by residents. The employee is frequently exposed to wet and/or humid conditions while washing dishes or pots and pans, making coffee, preparing meals, and showering or bathing the residents. Showering or bathing residents may also present slip and fall hazards due to the wet conditions. The employee is occasionally exposed to moving mechanical parts and risk of electric shock from kitchen equipment and grooming appliances; fumes from bathroom odors and cleaners; toxic chemicals that may be used to clean bathrooms and kitchen areas; and outside weather conditions when taking the residents outdoors. The noise level in the work environment can be loud when working near the dishwasher in the kitchen or when working at the nurse's station and in resident common areas where there are televisions and equipment operating, phones ringing, glasses and dishes clanging, light to heavy traffic, and people talking. The noise level in the work environment drops to a quiet level during evening shifts and while in resident rooms throughout the day.

Job descriptions represent a general outline of job duties, functions, and qualifications. They are not intended to be comprehensive in nature. In addition, jobs evolve over time and therefore their description may not reflect the precise nature of the position at a given point in time.

It is Redstone Presbyterian SeniorCare's policy to base hiring decisions solely on the individual's ability to perform essential job functions. Persons with disabilities are eligible for this position provided they can perform those functions with reasonable accommodation.

I have read the Personal Care Assistant job description. By my signature I confirm that I fully understand and certify that I am able to perform the duties listed.

Printed Name: _____ Date: _____

Signature: _____