

TITLE: Home Care Personal Care Aide

REPORTS TO: Home Care Operations Manager

POSITION STATUS: Part-time, non-exempt

POSITION OBJECTIVE: The personal care aide will assist clients with daily activities such as bathing, dressing, toileting, and grooming. Other services include medication reminders, transportation, meal prep and service, light housekeeping and providing companionship.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

Specific Duties:

- Assistance with Activities of Daily Living (Bathing, Grooming, Dressing and Toileting)
- Mobility Assistance (Transferring from bed, chair, vehicle, etc. and walking)
- Medication Reminders
- Meal Preparation and Feeding
- Transportation to Doctors and Other Appointments
- Grocery Shopping and Errands
- Laundry and Linen Change
- Light Housekeeping
- Socializing and Other Activities
- Keep log sheets for client if requested

QUALIFICATIONS, SKILLS & ABILITIES:

- Be self-directed with the ability to work with little direct supervision.
- Have empathy for the needs of the ill, injured, frail and impaired.
- Is flexible and cooperative in fulfilling role obligation.
- Demonstrates tact, patience and good personal hygiene.
- Understands confidentiality procedures regarding the client
- Have a desire to help older adults remain active and engaged in their homes and community
- Have good communication and customer service skills.

REQUIREMENTS & CONDITIONS:

- Is at least 18 years of age.
- Has at least one year of experience working with older adults with personal care needs.
- Must pass skills competency testing or have an active CNA license.
- Possesses and maintains good physical stamina and mental health. Presents a pre-employment physician's health clearance, including negative TB skin tests or chest x-ray.
- Has proficiency with the English language and the ability to read, write, follow written instructions, and document services provided.
- Must be able to receive and respond to electronic correspondence
- Must be a licensed driver with an automobile that is insured in accordance with state and organization requirements and is in good working order.

- Must be able to pass with satisfactory results a criminal background check.
- Applicants that have not lived in PA for at least two consecutive years will need to provide a FBI background check.
- Ability to lift or carry objects weighing less than or equal to 20 pounds.
- The desire to help older adults remain active and engaged in their homes and community.
- Attend meetings and trainings as required.

JOB LIMITATIONS:

The Home Care Personal Care Aide will not function in any manner viewed as the practice of nursing according to the State's Nurse Practice Act. Specifically, the Personal Care Aide will not administer medications, take physician's orders or perform procedures requiring the training, knowledge, and skill of a licensed nurse.

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. While performing the duties of this job, the employee is regularly required to stand, walk, climb stairs, use hands and fingers, talk and hear, reach with hands and arms, twist from side to side, and bend at the knees. The employee may occasionally lift and/or move up to 20 lbs. Specific vision abilities required by this job include close vision.

DISCLAIMER:

This position description is not designed to cover or contain a comprehensive listing of activities or responsibilities that are required of the employee. Additional duties and responsibilities expected to be performed as necessary.

An Equal Opportunity Employer

Surrey Services for Seniors is an equal opportunity employer. This job description will not be used for limiting or excluding any individual from consideration for employment on a basis prohibited by local, state, or federal law. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.