



Job Title:	LeaCares Personal Care Assistant		
Department	Community Supports	Position Status:	Non-Exempt
Hours Per week	25	Shift:	Flexible hours
Permanent Full time	Part-time		
Permanent Part time			
Supervisor	Director of LeaCares In-Home Supports		
General Job Requirements:			
<p>All employees of the Charles Lea Center are required to follow all agency policies and procedures and comply with all required initial and ongoing training requirements. In addition, all employees are expected to follow the Code of Conduct and the mission of The Charles Lea Center as well as meet the basic expectations of the job that include the following:</p> <ul style="list-style-type: none">• Demonstrates the ability to work effectively with others.• Behaves in a professional and ethical manner that is open and honest.• Provides excellent customers service towards co-workers, and individuals who receive services.• Is flexible and open to change.• Works effectively as part of a team.• Is punctual and has regular attendance.• Responds to issues and concerns from stakeholders and co-workers quickly and proactively.• Displays positive friendly interactions with co-workers, families and individuals served.• Provides constructive feedback and suggestions to improve the quality of services and operations at Charles Lea.• Behaves in a manner that is caring and supportive of individuals receiving services and co-workers.• Does what it takes to support the individual in the best way possible.• Adheres to the principles of person-centered thinking.• Embraces and models the CLC core values.			
Basic Purpose			
<p>The primary purpose of the Charles Lea Center staff is to support adults where they live, work and play. The basic purpose of this position is to provide personal assistance to individuals in the family home environment to enable them to live in the community by enhancing, maintaining, improving, or decelerating the rate of regression of skills necessary to continue to live in the community.</p>			
<p>1. Personal Care Assistant 1: Position is intended to aid individuals who may have the ability to perform daily living skills but are in need of additional assistance/support to do so in a manner that sustains good quality of life.</p> <p>2. Personal Care Assistant 2: Position is intended to provide direct hands on support to individuals who are unable to perform daily living skills independently or to a diminished degree that interferes with quality of life.</p> <p>Positions do not provide any skilled medical care. Employee is required and expected to provide the service authorized service for the participant and may fluctuate between PCA1 and PCA2 as appropriate.</p>			



Essential Duties:

Personal Care Assistant 1:

- Assist clients with personal hygiene, including shower, tub or bed baths, oral care, hair and skin care.
- Assist clients in the use of toilet facilities, including bed pans.
- Assist clients in and out of bed, excluding the use of mechanical lifting equipment unless trained and documented as competent.
- Assist clients with walking, including the use of walkers and wheelchairs, when applicable.
- Meal preparation and feeding, when required.
- Assist with prescribed exercises when the client and the aide have been instructed by the appropriate health professional.
- Assists with escort services, errands, transportation.
- Record and report changes in the client's physical condition, behavior or appearance to Director or Case Manager.
- Documenting services delivered in accordance with the Charles Lea Center policies and procedures.
- Adhere to the Health Insurance Portability and Accountability Act (HIPPA) privacy policies and procedures. Maintain confidentiality of all information pertaining to clients, families and employees.
- Maintain positive working relationships with clients, client families, ACTG staff, community providers and referral sources.
- Maintain a professional appearance always.
- Incidental household services that are an integral part of a personal care plan in the above items.

Personal Care Assistant 2:

- Provides direct hands on support to clients with personal hygiene, including shower, tub or bed baths, oral care, hair and skin care.
- Provide direct hands on care to clients for toileting and incontinence needs (changing child/adult depends, colostomy care, etc.).
- Provide direct hands on support to clients with maneuvering in and out of bed, from various seating positions/devices, and mobility across environments. May be necessary to use mechanical lifting equipment when trained and documented as competent.
- Provide direct hands on support to clients with positioning, ambulation and mobility needs, including the use of walkers, gait belts, and wheelchairs, when applicable.
- Meal preparation and **oral** feeding, when required.
- Provides direct hands on support to client with home care/light housekeeping tasks such as sweeping, light laundry, bed making, changing bed linens, etc.
- Provides direct hands on support to client with prescribed exercises when the client and the aide have been instructed by the appropriate health professional.
- Provides escort services, errands, and transportation.
- Record and report changes in the client's physical condition, behavior or appearance to Director or Case Manager.
- Documenting services delivered in accordance with the Charles Lea Center policies and procedures.



- Adhere to the Health Insurance Portability and Accountability Act (HIPPA) privacy policies and procedures. Maintain confidentiality of all information pertaining to clients, families and employees.
- Maintain positive working relationships with clients, client families, ACTG staff, community providers and referral sources.
- Maintain a professional appearance always.
- Incidental household services that are an integral part of a personal care plan in the above items.

Specialized Training and or Educational Requirements:

- Must have completed personal care training program orientation and demonstrate competency of skills.
- Minimum high school diploma/GED from an accredited institution.
- Certified Nursing Assistant preferred

Competencies:

- Customer Service Oriented.
- Communication Skills (Listening, Oral, Written, Telephone/E-mail)
- Adaptability
- Organization (Time and Space Management)
- Sound judgment
- Effective time management

Supervisory Responsibilities:

- None

Work Environment:

- While performing the duties of this job, the employee regularly works in the family home environment of the individual.

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 talk and hear.
 - To stand; walk; sit; use hands to finger, handle or feel; and reach with hands and arms.
 - Must be able to lift up to 50 lbs. as needed to complete tasks.
 - Use of hands, wrists and fingers.
 - Movements such as stooping, crouching, bending, kneeling, climbing and reaching are occasionally required.
 - Spending a majority of the workday standing and walking, with occasional sitting.
 - Noise and/or level of distractions in the work environment is moderate.
 - Specific vision abilities required by this position include close vision, distance vision and peripheral vision.
 - Ability to operate a motorized vehicle and have reliable transportation for work in the community.



<ul style="list-style-type: none">Reasoning Ability:			
<ul style="list-style-type: none">Demonstrate the ability to make appropriate professional judgments.Ability to handle multiple tasks.Able to provide covered PCA services according to the client's care plan, respond appropriately to client's needs and reports changes in the client's condition to the licensed supervising Case Manager.Strong organizational and problem-solving skills.			
<ul style="list-style-type: none">Travel:			
<ul style="list-style-type: none">To specified homes of individuals supported.			
<ul style="list-style-type: none">Other Duties:			
This job description does not cover all duties or responsibilities required for this job. Duties, responsibilities and activities may change or increase at any time with or without notice.			
Signature of person who Reviewed the Job Description		Date:	
Employee Signature		Date:	