

MENOMINEE-DELTA-SCHOOLCRAFT COMMUNITY ACTION AGENCY

JOB DESCRIPTION

Job Title: Personal Care Aide	Location: Escanaba
Revised: May 2014	Program: Senior Services
Reports To: In Home Services Supervisor	Classification: Non-Exempt, Hourly

POSITION OVERVIEW

Provides in-home assistance (daily living activities and routine household tasks) in order to maintain adequate living environment for people with functional limitations. NOT SKILLED NURSING. Responsibilities include weekend on-call rotation. Must comply with policies and procedures of the MDSCAA/Human Resources Authority and its funding sources.

REQUIREMENTS

- ▶ Certified nurse's aide training preferable.
- ▶ Must be capable of standing, bending, rotating and lifting.
- ▶ Must have valid driver's license and vehicle that will be used on the job.
- ▶ Must have experience providing assistance to people living in their homes.
- ▶ Must be able to work well with others.
- ▶ Submit to criminal background check.

JOB ESSENTIALS

- ▶ Must have empathy toward senior citizens.
- ▶ Interact positively with clients.
- ▶ Adhere to strict client confidentiality.
- ▶ Follow work order as written, including time of arrival and departure, and duties to be performed while in the home.
- ▶ Allowable personal care activities include assistance with bathing, dressing, grooming, toileting, transferring with a Hoyer lift or gait belt, eating, and ambulation. Aides can ONLY remind client to take pre-poured medicine. Aides are never to set up medicines.
- ▶ Allowable homemaking tasks include laundry, ironing, meal preparation, shopping for necessities (including groceries, and light housekeeping).
- ▶ Clean work areas.
- ▶ During each shift maintain document tasks performed and notes of client condition and activities. Must keep PCS supervisor apprised of any unusual client observation (mental or physical).
- ▶ Turn in accurate unit documentations, time sheets and travel vouchers according to the set schedule.
- ▶ Notify supervisor of any schedule changes or if unable to fulfill schedule due to illness or emergency.
- ▶ Follow emergency procedures in the home, and call 9-1-1 when necessary. Do not try to move client in an emergency. Keep client as comfortable as possible. Notify supervisor so emergency contact can be notified.
- ▶ Attend all trainings as required by supervisor/program director.

THIS LIST IS NOT INTENDED TO BE ALL-INCLUSIVE AND OTHER GENERAL DUTIES MUST BE PERFORMED AT DIRECTION OF IHS SUPERVISOR