

Title of Position	Personal Care Worker (PCW)
Title of Immediate Supervisor:	Service Supervisor
Risk of Exposure to Bloodborne Pathogens:	HIGH

DUTIES OF POSITION

- 1.Provides personal care and related services in the home, under the direction, instruction and supervision of the Service Supervisor.
- 2.Tasks to be performed by a PCW must be assigned by and performed under the supervision of a Service Supervisor who will be responsible for the client care/services provided by the PCW.
- 3.Under no circumstances may a PCW be assigned to receive or reduce any intravenous procedures, or any other sterile or invasive procedures, other than rectal temperatures of enemas.

POSITION RESPONSIBILITIES

- 1.Follows the plan of care to provide, safe, competent care/service to the client.
- 2.Helps the client to maintain good personal hygiene and assists in maintaining a healthful, safe environment.
- 3.Plans and prepares nutritious meals.
- 4.Assists the client with ambulation as approved,
- 5.Encourages the client to become as independent as possible according to the care plan.
- 6.Attempts to promote client's mental alertness through involvement in activities of interest.
- 7.Gives simple emotional and psychological support to the client and other members of the household and establishes a relationship with client and family which transmit trust and confidentiality.
- 8.Reports any change in the client's mental or physical condition or in the home situation to the supervisor.
- 9.Performs routine housekeeping tasks as related to a safe and comfortable environment for the client
- 10.Prepare a visit report promptly and incorporates same in the client record each visit.
- 11.Confirm on a weekly basis, the scheduling of visits so that other necessary visits by staff members can be coordinated.
- 12.Works with personnel of other community agencies involved in the client's care.

POSITION RESPONSIBILITIES

13. Attends in-service as required by regulation.
14. Confer with the Service Supervisor about client's status and care, participate in the planning of service.
15. Promptly report any change in client condition to the Service Supervisor.
16. Works within the PCW's scope of practice, as directed by a Service Supervisor and report in writing to the Service Supervisor.

JOB CONDITIONS

1. The ability to drive and the ability to access clients' homes which may not be routinely wheelchair accessible are required.
2. Hearing, eyesight and physical dexterity must be sufficient to perform a physical assessment of the client's condition and to perform client care.
3. On occasion, may be required to bend, stoop, reach and move client weight up to 250 pounds; lift and/or carry up to 30 pounds.
4. Must be able to communicate clearly, both verbally and in writing.

EQUIPMENT OPERATION

1. Use of BP cuff, thermometer and stethoscope, hand washing materials

COMPANY INFORMATION

1. Has access to all client service records which may be discussed with the supervisor.

QUALIFICATIONS

1. Preferably a high school diploma or equivalent.
2. Must have completed a minimum of 75 hours of training which includes an introduction to personal care services.
3. Must be free from health problems that may be injurious to client, self and co-workers and must present appropriate evidence to substantiate this.
4. Must comprehend the basics of personal care, housekeeping and meal preparation.
5. Must understand and respect clients including ethics and confidentiality of care.

ACKNOWLEDGMENT:

Employee Signature:

Date: