

## MIDLAND EMPIRE RESOURCES FOR INDEPENDENT LIVING

### JOB DESCRIPTION

**Title:** In-Home Personal Care Attendant (PCA)

**Reports To:** In-Home LPN

**Supervises:** None

**Employee Status/FLSA Classification:** PRN

**Purpose:**

This job description defines the typical responsibilities for the purpose of outlining duties and to determine job classification. It does not limit the supervisor or Chief Executive Officer from assigning other duties as the nature of the organization's business needs may change.

**Essential Function: Provide Care**

The position provides homemaker and personal care services to people who are elderly and people with disabilities in their homes.

**Criteria for Success/Accountability:**

- Provide homemaker services including but not limited to: vacuuming, dusting, washing dishes, appliance care, running errands and laundering clothing; reading and writing essential correspondence for blind, illiterate or physically impaired individuals
- Provide personal care services including but not limited to: hair care, assistance with bathing and meal preparation
- Maintain records of service delivery including time sheets, calendars and incident documentation
- Report any problems related to a participant or plan of care to supervisor
- Complete required hours of continued training annually to meet state eligibility guidelines

**Essential Function: All MERIL Staff Expectations**

**Professionalism & Work Ethic:**

- Arrive on time for all work activities
- Remain productive throughout the work period
- Dress appropriately for the work situation

- Establish priorities while remaining flexible when faced with schedule changes, interruptions, or the need to deal with difficult situations
- Keep confidential information confidential
- Travel as required
- Demonstrate personal integrity and sound judgment
- Work beyond “normal” work hours and in other positions temporarily when necessary
- Demonstrate the desire to make a direct and significant impact in the lives of service participants and staff
- Demonstrate sound time management and organizational skills
- Demonstrate enthusiasm and optimism for your work and the organization

#### Problem Solving & Critical Thinking:

- Demonstrate a desire to learn new skills and applying those new skills to promote efficiency
- Actively pursue and participate in performance improvement activities
- Actively participate in long-range and strategic planning
- Seek new methods, work principles and creative solutions to issues, concerns and problems
- Continuously assess the effectiveness of work and service processes, and make changes when needed

#### Teamwork & Collaboration

- Seek the perspectives and knowledge of others
- Demonstrate the willingness to share knowledge and expertise with others
- Seek opportunities to help others and volunteer to help others
- Engage in active and careful listening to others
- Share ideas, thoughts, and concerns in an honest and respectful way

#### **Authority Delegated:**

This position has no supervisory responsibilities. Responsibilities are carried out in accordance with the organization’s policies and procedures, regulatory authority and certification standards, and law.

#### **Minimum Qualifications:**

- Certified Nursing Assistant (CNA) license preferred
- High School Diploma or commitment to obtain HiSet or GED.
- Six months of experience as a paid homemaker, CNA, maid, or household worker, or one year of experience caring for children, sick or elderly individuals
- Ability to perform a variety of cleaning tasks and mobility to negotiate a variety of obstacles in client homes. Ability to move and carry with proper body mechanics

- Ability to assess problems related to care plan and report to supervisor or RN consultant.  
Ability to read, write, and perform a routine of tasks without constant supervision
- Ability to adhere to OSHA safety protocols related to occupational exposure to blood or other infectious material.

**Employee Sign Off:**

The employee is expected to adhere to all agency policies, procedures and practices. The employee is required to act as a role model in the adherence to agency policy and procedures.

I have been informed of the location of agency policies and procedures and understand my responsibilities to adhere to those policies and procedures.

I have read and understand the essential functions of this job description.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_