Brooks Alternative Agency Inc.

Position: Personal Care Aide (PCA)

Reports to: HCS Supervisor

Revised: 08/05/2021

Job Summary: Provide supportive and personal services for the clients with consideration of dignity and privacy. Provide personal care and hygiene to personal assistance clients.

Qualifications/Educational Requirements:

1. Obtained a valid nurse's license in this Commonwealth, or
2. Demonstrated competency by passing a competency examination, or
3. Successfully completed one of the following:
   I. A training program developed by this home care agency.
   II. A home health aide training program meeting the requirements of 42 CFR 484.36 (relating to the conditions of participation; home health aide services).
   III. The nurse aid certification and training program sponsored by the Department of Education and located at www.pde.state.pa.us.
   IV. A training program meeting the training standards imposed on the agency or registry by virtue of the agency's or registry's participation as a provider in a Medicaid Waiver or other publicly funded program providing home and community based services to qualifying consumers.
   V. Another program identified by the Department by subsequent publication in the Pennsylvania Bulletin or on the Department's web site. Graduate of an accredited High School or equivalent preferred.
4. Ability read, write and follow directions.
5. Trained in first aid
6. Work positively and favorably with clients, families, and staff.
7. Demonstrate compassion, responsibility, and cheerful attitude.
8. Able to demonstrate competency in all areas of training for personal care.

Responsibilities/essential functions: The person in this position must be able to perform the following essential job functions with or without reasonable accommodations.

1. Follows the instructions of the HCS Supervisor in providing personal assistance services.*
2. Provide assistance with hygiene such as bathing, oral care, and dressing.*
3. Assist with food preparation; serve food, performs errands, light housekeeping, laundry, washes dishes.*
4. Have knowledge of agency policy and procedures.*
5. Perform and record accurate measurements (i.e. vital signs, or intake/output as instructed in the care plans). *
6. Observe and report any safety hazards found in the client's home or any significant observations regarding the client.*
7. Attend staff meetings, attend/complete 12 hours of annual in-services, and participates in orientation of new employees. *
8. Report client complaints to the HCS Supervisor. *
9. Be trained in first aid.*
10. Maintain client confidentiality/adheres to HIPAA requirements and agency policy and procedures manual. *
11. Possess the ability to follow written and oral instructions. *
12. Report abnormal findings in client's conditions as observed and per service plan to Personal Care Aide Supervisor. *

* Essential Job Function

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

The work environment and physical demands described here are representative of those required by an employee to perform to the essential functions of this job with or without reasonable accommodations.

Physical Elements

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, to enable the employee to review a wide variety of materials in electronic or hard copy form;
- Sufficient manual dexterity, with or without reasonable accommodation, to enable the employee to operate a personal computer, telephone, and other related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to safely lift, move, or maneuver whatever may be necessary to successfully perform the duties of their position;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently function in a general office environment; and
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently function in a general office environment, with frequent travel to a variety of field sites.

Environmental Elements

Employee works in an office environment sometimes with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Employee will have to travel to a variety of client homes and perform in conditions that vary greatly depending upon the client's home environment. Some homes will be clean, neat, and maintained at a comfortable temperature. Other homes may be cluttered, dirty, with an uncomfortable temperature.

The above list reflects the essential functions and other job functions considered necessary of the job identified, and shall not be construed as a detailed description of all work requirements that may be inherent in the job, or assigned by supervisory personnel. This job description is used as a guide only and not inclusive of responsibilities and job duties.

By my signature, I acknowledge that I have read and understand this job description and its requirement and that I am expected to complete all duties as assigned. I understand the job functions may be altered from time to time.

Employee Print: _____Date: _____

Employee Signature: _____Date: _____

Administrator Signature: _____Date: _____

* Essential Job Function