

## JOB DESCRIPTION

Position Title	Department	Reports to
Patient Care Attendant	Ancillary	Resident Care Coordinator
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Per-Diem <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt	1/1/2019

### POSITION SUMMARY

Cares for elderly, convalescent, or disabled persons in assisted living residence setting. Helps residents with activities of daily living, which might include using the toilet, bathing and washing, dressing, and serving food. The PCA also helps with other tasks such as recreational and social activities. In addition, the PCA provides documentation of care and assistance.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Changes bed linens, washes and irons resident's laundry, and cleans resident's room.
- Ensures residents are taken to Resident related activities at appropriate times
- Ensures residents are taken to clinical related activities at appropriate times.
- Assists residents into and out of bed, or wheelchair, and to lavatory.
- Assists resident to dress, bathe, and groom self.
- Accompanies residents within the residence as needed
- Provides companionship to resident when needed
- Assist residents during evacuation procedure as needed
- Maintains electronic records of services performed and of apparent condition of resident.
- Report resident changes to nurse
- Ensure a safe environment for resident

### MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, COMPETENCIES, AND ABILITIES)

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Education and/or Experience
  - High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.
- Language Skills
  - Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.
- Mathematical Skills

- Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.
- Reasoning Ability
  - Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- Computer Skills
  - To perform this job successfully, an individual should have knowledge of Database software and Internet software.
- Problem Solving
  - Identifies and resolves problems in a timely manner
  - Develops alternative solutions
  - Works well in group problem solving situations
  - Uses reason even when dealing with emotional topics
- Customer Service
  - Manages difficult or emotional customer situations
  - Responds promptly to customer needs
  - Solicits feedback to improve service
  - Responds to requests for services and assistance
  - Meets commitments
- Communication
  - Expresses ideas and thoughts verbally
  - Expresses ideas and thoughts in written form
  - Exhibits good listening and comprehension
  - Keeps other adequately informed
  - Selects and uses appropriate communication methods
  - Speaks clearly and persuasively in positive or negative situations
  - Listens and gets clarification
  - Responds well to questions
  - Able to read and interpret written information
  - Writes clearly and informatively
- Teamwork
  - Exhibits objectivity and openness to others' views
  - Gives and welcomes feedback
  - Contributes to building a positive team spirit
  - Puts success of team above own interests
  - Supports everyone's efforts to succeed
- Organizational acumen
  - Follows policies and procedures
  - Supports organization's goals and values
  - Benefits organization through individual actions
  - Supports affirmative action and respects diversity
- Ethics
  - Treats people with respect
  - Keeps commitments
  - Works with integrity and principles

- Upholds organizational values
- Certificates, Licenses, Registrations
  - HHA Certificate

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to taste or smell. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

The noise level in the work environment is usually moderate. The worker is not substantially exposed to adverse environmental conditions.

**NOTE**

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

**Reviewed with employee by**

**Signature:** \_\_\_\_\_ **Name (print):** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Received and accepted by**

**Signature:** \_\_\_\_\_ **Name (print):** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

The company is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.