FirstLight Home Care 

POSITION DESCRIPTION

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| TITLE: | Personal Care Assistant |
| REPORTS TO: | Owner/Office Manager |
| FLSA STATUS: | Non-Exempt |

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| **SUMMARY** |
| The Personal Care Assistant is responsible for personal care and assisting with activities of daily living with clients in their homes. All employees must be committed to the concepts, philosophy, and mission of FirstLight and possess the desire to assist individuals to maximize their independence and reach their fullest potential in their personal residence. |

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| **ESSENTIAL DUTIES** |
| Essential job duties for this position include the following items. Other duties must be performed as assigned or required. |
| * Provide general attention to the non-medical needs of client(s) following an established Plan of Care. This may include personal hygiene, toileting, bathing, oral care, hair and/or skin care. * Assist client(s) in and out of bed, excluding the use of mechanical lifting equipment unless trained and documented as competent * Assist client(s) with walking, including the use of walkers and wheelchairs, when applicable * Provide meal planning, preparation and feeding as required. * Assist with medication reminders. * Assist with prescribed exercises when the client has been instructed by the appropriate health professional. * Document services delivered in accordance with FirstLight Home Care policies and procedures. * Record and report changes in the client’s physical condition, behavior or appearance to supervisor. * Report any unusual incidents and act quickly in cases of emergency. * Adhere to HIPAA Privacy regulations * Provide general companion care services. * Work toward continuous quality improvement. * Stay current with changing technology, including software programs. * Uphold, support, and promote all company policies and procedures. |

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| **QUALIFICATIONS** |
| To perform this job successfully, the individual in this position must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the minimum knowledge, skills, abilities, certifications, and educational experience required.  EDUCATION/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. * Ability to effectively interact with clients, families and FirstLight team. * Personal care Training Program Certification and Competency   CERTIFICATIONS, LICENSURE, & REGISTRATION   * State required certifications may be required * Must possess and maintain a valid Driver’s License and maintain adequate auto insurance   LANGUAGE SKILLS   * Ability to read and comprehend simple instructions, short correspondence, and memos * Ability to write simple correspondence * Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization   REASONING ABILITIES   * 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 * Ability to discern when to escalate client situations, such as calling 911 |

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| PHYSICAL DEMANDS & 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 position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or finger, handle, or feel objects, tools or controls. The employee is occasionally required to stand; walk; sit; reach with hands and arms. The employee must occasionally lift and/or move up to 15 pounds. Specific vision abilities required by this position include close vision, distance vision, peripheral vision, and the ability to adjust focus. The work environment is indoors in a residents home and may contain a potential exposure to illness and/or bodily fluids. The noise level in the work environment is usually moderate. |

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| **ACKNOWLEDGEMENT** |
| I acknowledge this position description was reviewed with me and a copy was provided to me. I agree to and accept the terms and conditions and acknowledge this does not represent a contract of employment. |

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| Employee Signature |  | Date |
| Supervisor Signature |  | Date |