

PERSONAL CARE AIDE

GRADE: 2

REPORTS TO: RN Supervisor

POSITION REQUIREMENTS: Must possess a certificate for Personal Care Aide or nursing assistant from an approved program, including Certified Nursing Aide or Healthcare Technician programs. Experience is preferred in providing personal care assistance to patients. Must be medically cleared of communicable disease. Must be able to pass drug test and criminal background check. Must be 18 years old and have reliable source of transportation to travel to client homes.

SUMMARY: Medicaid Personal Care Services are long-term maintenance or support services that enable individuals to remain in the home as opposed to being institutionalized. Provides services designed to prevent or reduce institutional care by providing eligible individuals with basic health related services such as assisting with ambulating/exercise, assisting with normally self-administered medications, reporting changes in client's conditions and needs and/or providing household services essential to good health in the home.

Use of therapeutic interpersonal skills in all contacts in the work setting is required. Duties may include, but are not limited to: providing nursing care for, and assistance to patients while meeting their personal hygiene needs such as bathing, feeding, lifting, turning, and positioning; assisting the physician and professional nurse in patient examinations; assisting with provisions for emotional and physical comfort and direction according to individual patient care plans, including patient teaching and encompassing cultural and emotional needs; and, other personal care duties as assigned. Specifically, personal care services means providing assistance with personal hygiene, nutritional support and environmental maintenance necessary for clients to remain in their home. Problems encountered range from routine to complex in nature; significant public contact is required and position requires independent decision-making and action.

DUTIES AND RESPONSIBILITIES:

1. Assists with care of teeth and mouth
2. Assists with grooming (this would include care of hair, shaving, ordinary care of nails)
3. Assists with bathing of individual in bed, tub, shower, or sponge bath (Routine maintenance and care of external condom catheters is considered part of the bathing process. This care applies to external and indwelling catheters, i.e. foley catheters.
4. Provides routine skin care, such as applying lotion to dry skin, not to include topical prescription ointments.
5. Assists individual with dressing and undressing
6. Assists individual to turn and change position, transfer, and ambulate. This may involve lifting greater than 20-40 lbs. at a time.
7. Assists individual to move on and off bed pan, commode or toilet.
8. Assists individual with eating or feeding.
9. Assists individual with self-administered medications and assures that individual receives medications at prescribed times; not to include pouring, or in any way, determining dosage of medication. May not check blood sugars.
- *10. Provides supervision for those individuals who require the physical presence of an aide to insure their safety during times when no other support system is available.
- *11. Provides routine wound care that does not include sterile technique, may wash with soap and water only.

12. Check temperature, pulse, respiration, and blood pressure and records and reports as required.
13. Prepares and serves meals, not to include menu planning for special diets.
14. Washes dishes and cleans the kitchen.
15. Makes beds and changes linens.
18. Cleans individual's room(s) and bathrooms.
19. Lists supplies need by individual for purchase.
20. Washes individual's laundry if no other family member is available or able.
21. Maintain strict confidentiality concerning all information pertaining to clients and program operations.
22. Attend no less than twelve (12) training hours annually as provided and scheduled by the RN Supervisor or the agency.
23. **Full compliance with Health Insurance Portability and Accountability Act (HIPAA) rules is required, including avoidance of gossip or profanity.**
***Aide must be instructed by R.N. Supervisor with return demonstration.**

SERVICES ~~PERSONAL CARE~~ THAT THE AIDE MAY NOT PERFORM INCLUDE:

1. Transportation for the individual (The aide should notify RN Supervisor when transportation services are needed.)
2. Skilled services (those services requiring professional skills or invasive therapies such as tube feedings, Foley catheter irrigations, sterile dressings, or any other procedures requiring sterile technique).
3. **Shaving.**

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Must be physically able to perform duties.
2. Ability to follow exactly oral or written instructions.
3. Ability to understand and carry out oral instructions without close or constant supervision.
4. Must possess good interpersonal skills and have the ability to deal courteously and effectively with clients.
5. Must have the willingness and ability to use personal transportation in work capacity.
6. Ability to successfully complete all appropriate training as required by the agency.
7. Must be able to lift **20 up to** 40 lbs unassisted.
8. Must be telephone accessible and willing to work flexible hours **and locations within the four-county area that AASC services (Buchanan, Dickenson, Russell, and Tazewell Counties).**
9. Must demonstrate and maintain good work ethics.

REVIEWED AND ACCEPTED:

I have reviewed and fully understand the job description presented above.

Employee Signature/Date