

Personal Care Assistant (PCA) Job Description

Job Title: Personal Care Assistant (PCA)

Job Summary

This provision requires workers to provide clients with one-on-one assistance with activities of daily living in the client's home.

Essential Duties and Responsibilities

A. Administrative

1. Timely and accurate completion of: a. Dial-n-Documents Telephony b. Verification of Services forms
2. Adhere to the Health Insurance Portability and Accountability Act (HIPPA) privacy policies and procedures. Maintain confidentiality of all information pertaining to clients, families and employees.
3. Maintain positive working relationships with clients, client families, ACTG staff, community providers and referral sources.
4. Maintain a professional appearance at all times.

B. Services and Procedures

1. Assist with Toileting
2. Skin care to maintain the health of the skin
3. Range of motion (ROM) and muscle strengthening exercises to maintain an optimal level of functioning
4. Respiratory assistance
5. Transfers and ambulation
6. Bathing, grooming and hair washing necessary for personal hygiene
7. Turning and position of the client(s)
8. Assistance with medication per parent direction.
9. Application and maintenance of prosthetics and orthotics
10. Dressing or undressing of the client(s)
11. Assistance with eating, meal preparation and grocery shopping
12. Accompanying to medical appointments
13. Assisting, monitoring or prompting the client to complete the above items
14. Redirection, monitoring and observation that are integral part of a personal care plan in the above items
15. Redirection and intervention for behavior, including observation and monitoring
16. Interventions for seizure disorders if the client has had a seizure in the past three (3) months
17. Incidental household services that are an integral part of a personal care plan in the above items
18. Appropriate reporting of changes in client status.

Note: This job description reflects management's assignment of duties and does not restrict nor limit the duties that may be assigned.

Qualifications/Requirements

A. Education and Experience

1. Eighteen (18) years of age
2. Be able to provide covered PCA services according to the person's PCA Care Plan.

B. Certificates, Licensure and Registration

1. United States Citizenship or evidence of a valid Alien Work Permit.
2. Valid driver's license and proof of auto insurance.
3. Position is subject to a Minnesota Department of Human Services background check.
4. Certificate of Training for PCA from The Department of Human Services.

C. Language Skills

1. Excellent customer service and listening skills
2. Excellent oral and written communication skills; able to effectively communicate with the client & PCA Provider Agency
3. Ability to read and write clear English.

D. Mathematical Skills

1. Ability to compute basic mathematics.

E. Reasoning Ability

1. Demonstrate the ability to make appropriate professional judgments.
2. Ability to handle multiple tasks.
3. Able to and provide covered PCA services according to the client's care plan, respond appropriately to client's needs and reports changes in the client's condition to the licensed supervising Case Manager.
4. Strong organizational and problem solving skills.
5. Access to a working telephone for regular communication with Case Manager client /responsible party and Staffing Coordinator.

F. Physical and Environmental Demands

The physical demands described here are representative of those that must be met by employees to successfully perform the essential job functions of this position. In compliance with the Americans with Disabilities Act, reasonable accommodations will be considered.

1. Occasional use of hands, wrists and fingers and lifting or moving up to 75 lbs may be required.
2. Movements such as stooping, crouching, bending, kneeling, climbing and reaching are occasionally required.
3. This position requires spending a majority of the workday standing and walking, with occasional sitting.
4. Noise and/or level of distractions in the work environment is moderate.
5. Specific vision abilities required by this position include close vision, distance vision and peripheral vision.
6. Ability to operate a motorized vehicle and have reliable transportation for work in the community.

Important Information

The Minnesota Department of Human Services is requiring that all PCAs complete an on-line standardized training in order to work as a PCA.

PCAs will need the certificate of completion in order to be hired at Center for Africans Now in America.

PCAs can go on line and go through the study guide as many times as they would like in order to prepare them for the test. The test consists of 25 questions and you must succeed in answering at least 20 of them correctly. You can take the test as many times as needed to pass.

To register for the test and review the materials you need to go to:

<http://registrations.dhs.state.mn.us/videoConf/Default.aspx?BusinessUnit...> To just view the study guide you can go to: http://registrations.dhs.state.mn.us/PCACourse/index_en.htm

You can use any internet computer to study the materials or take the test. You can use a computer at a public library if you don't have one available for use.