

PACE of Southwest Michigan

Job Summary and Specifications

Job Title: Personal Care Assistant
Status: Non-Exempt
Type of Position: Full Time Part-Time Temporary
Salary Range: TBD
Reports to: Day Center Supervisor

Job Summary: The Personal Care Assistant works in a non-certified assistant role, providing support and basic care for PACE participants in their homes or the PACE Day Center. Works under the direct supervision of the Day Center Supervisor or team lead.

Specifications

Education: High school diploma or general education diploma.

Experience: Must have a minimum of one year of experience working with a frail or elderly population.

Number and Type of Employees Supervised (optional): Not Applicable

Licensure, Registry or Certification Required: Valid Michigan driver's license, Valid MI Driver's license with good driving record, CPR certified.

Special Training: Only acts within the scope of his or her authority to practice. Meet a standardized set of orientation and/or individual competencies for the specific position description established by PACE of Southwest Michigan and approved by CMS before working independently.

Immunizations: Be medically cleared for communicable diseases and have all immunizations up-to-date before engaging in direct participant contact.

Specific Requirements and Considerations: May be subject to exposure and handling of infectious waste, diseases, conditions or hazardous chemicals, etc., including potential exposure to TB, AIDS, and/or Hepatitis B.

Ages of Patients Rendered Care:

Neonate/Infant Early Childhood Adolescent Adult Geriatric All Age Groups

Key Responsibilities: (*denotes an age related skill or task)

- Provide assistance, support, and/or guidance for participants as directed.
- Assist with all ADLs as trained appropriately and directed by nursing staff or CNA.
- Assist Certified Nursing Assistant (CNA) with two-person assist transfer, turning, positioning, and transferring participants into and out of bed, chair, shower, wheelchair, and use of mechanical lifts as needed, utilizing good body mechanics and safety precautions.
- Obtain monthly/weekly weights as directed.
- Communicate any changes in function or behavior to pertinent IDT member.
- Assist at the door with bus arrivals/departures. For arrivals, ensure participant is assisted into the Center appropriately.
- Participate with Quality Improvement activities.
- Assist with meal service and cleanup of dining area(s), tables and floor.
- Assist participants during recreation activities or groups.
- Work collaboratively with all other departments to ensure that the needs of participants are consistently met and that a clean, sanitary, and safe environment is maintained at all times.
- Build and maintain trusting relationships with participants.
- Identify/report safety hazards and emergency situations and initiate corrective action as appropriate.

- Use Universal Precautions at all times.
- Provide care and assistance in the PACE Day Center or participant homes.
- Perform other duties as assigned.

Skills and Knowledge

- Able to multi-task and work independently and in a team setting.
- Self-motivator and organized.
- Exposure to or previous relevant experience or training and skills in housekeeping, good health practices, observation, reporting, and recordkeeping. Additionally, skills, knowledge, and/or experience with food preparation, safe food handling procedures, and reporting and identifying abuse and neglect.
- Maintain current knowledge of and adherence to required regulatory compliance by governing entities, HIPAA and PACE specific regulations.
- Able to read, write, speak and understand the English language and follow written and oral instructions.
- Working knowledge of Universal Precautions.
- Effective verbal and written communication skills and good organizational skills.
- Willingness to accept additional responsibility.
- Able to work effectively and in a collegial manner with all members of the Interdisciplinary Team.
- Able to work sensitively and effectively with individuals of diverse ethnic and cultural backgrounds.
- Able to utilize basic computer skills in the workplace.

Physical Demands

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

While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to sit and use hands and fingers, handle or feel objects, tools or controls. The employee is occasionally required to stand and walk. The employee must be able to travel in all kinds of weather.

While performing the duties of this job, the employee is required to frequently move up to 50 pounds and perform physical demands expected while providing medical care for an elderly population. Specific vision abilities required by this job include close vision, distance vision and the ability to focus.

Every effort has been made to identify the essential functions of this position. However, this in no way states or implies that these are the only duties you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or is an essential function of the position.

M/PACE/PACE Readiness Review/General Manual/Job Descriptions/Personal Care Assistant;
W/Manuals/General Manual/Job Descriptions/Personal Care Assistant