



## AssistedCare Services, LLC

### Personal Care Assistant (PCA)

#### Job Description

<b>POSITION TITLE:</b>	Personal Care Assistant (PCA)
<b>REPORTS TO:</b>	Program Administrator
<b>WAGE:</b>	Competitive wage - DOE
<b>MISSION:</b>	To provide personal care assistance services that assist a recipient in following a plan of health care designed to improve or delay deterioration of the recipient's physical health while enabling that recipient to remain safely at home.

#### **DUTIES, RESPONSIBILITIES AND FUNCTIONS:**

**I. Assist consumers with activities listed on consumer's Personal Care Assessment Tool (PCAT), including but not limited to:**

- Personal care activities, including but not limited to: bathing, dressing, grooming, bowel and bladder care.
- Transfer
- Housekeeping activities, including but not limited to: sweeping, mopping, dusting, and general straitening. **Only in consumer's area.**
- Laundry activities, including but not limited to: washing, drying, folding, and putting away laundry, changing linen, mending and ironing clothes. **For Consumer only.**
- Meals, including but not limited to: cooking, feeding, storing meals and washing dishes. **For Consumer only.**
- Shopping activities, including but not limited to: grocery shopping and personal shopping. **For Consumer only.**
- Transportation, including but not limited to: transporting the consumer in PCA's vehicle and assisting them with public and or/para transit transportation.
- Recreation, including but not limited to: in-home and/or - community activities.

**II. Completing accurate paperwork and submit on a timely basis:**

- Complete time/sheets/ accurate progress notes documenting tasks performed each day of the pay period.

**III. Participate in supervisory meeting and job related training:**

- Participate in phone/office meetings as deemed necessary.



- Participate in at least 10 hours of training each year.

#### IV. Requirements and Qualifications:

**The level of training and/or experience you need for this position is determined by the consumer. If you are offered a PCA position by Assisted Care Services, LLC, you will be required to:**

- Be at least 18 years of age
- High school diploma or equivalent (GED) required.
- Relevant experience and/or personal knowledge of disabilities preferred.
- Familiarity with various types of disabilities preferred.
- Must be committed to the belief that persons with disabilities have the ability to direct their own care and live independently in their own homes with the proper assistance.
- Must have reliable transportation and current valid driver's license if applicable.
- Proof of automobile insurance with the following minimum liability: \$300,000 Combined Single Limit Liability Bodily Injury & Property Damage **OR**
- \$100,000 Bodily Injury Per Person/\$300,000 Bodily Injury Per Accident/\$25,000 Property Damage Per Accident/Split Limit Liability.
- Current Division of Motor Vehicle (DMV) driving record.
- **Submit a check** payable to the Department of Health & Social Services for a criminal background check. The cost for the background check is \$84.00. (\$34.00 for state processing , \$25.00 for FBI processing and \$25.00 for online processing).
- Two sets of fingerprints ( one set for local and another for federal check)
- Valid current CPR and First Aid certifications.
- Provide proof of negative TB (Tuberculosis) test or chest x-ray.
- Social Security Card. (copies of these items will be made by AssistedCare Services, LLC and original returned to you.
- Complete Form I-9 (Employment Eligibility Verification). Complete all conditions of employment prior to your first day of work.

You must turn in the following documents prior to your first day of work.

- Provide two original documents to be copied (by AssistedCare) from the approved I-9 form list.
- Permanent Resident Cards or Work Authorization Cards are required from non US citizens.
- Two completed fingerprinting cards.

Employee will also complete a W-4 form (employee withholding allowance form) prior to first day of work.