

SAMPLE JOB DESCRIPTIONS

PACE PERSONAL CARE
ATTENDANT



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I. POSITION INFORMATION:

Position Title: Caregiver

Job Code:

Pay Grade:

Employee's Name:

Employee's SSN:

Reports To (title): Center Supervisor; Home Care Supervisor

Reports To: (name)

Revision Date: (Date)

II. BASIC PURPOSE AND SCOPE:

Provides physical assistance and attendant care to enrollees across care settings (center, home, transportation). Provides assistance with Instrumental Activities of Daily Living (IADLs). Provides assistance with nursing care, restorative therapies, activities and meals across care settings. Demonstrates the knowledge and skills necessary to participate in assessing, planning care for and providing service to frail elder enrollees according to assigned responsibilities and (*PACE Program*) standards.

RESPONSIBILITIES:

UNDER LIMITED SUPERVISION AND IN ACCORDANCE WITH ALL APPLICABLE FEDERAL, STATE AND LOCAL LAWS/REGULATIONS AND POLICIES, PROCEDURES AND GUIDELINES, THIS POSITION:

1. Geriatric Caregiving

- a. Provides physical assistance and attendant care to enrollees across care settings (center, home, transportation).
 - i. Assists with wheelchair and ambulatory transfer between home and van, and center and van.
 - ii. Assists enrollee in moving from bed to chair or wheelchair, and with walking:
 - 1. Transfer of weight-bearing and partial weight-bearing person;
 - 2. Pivot transfers;
 - 3. Sliding board and hover lift transfers; and
 - 4. Assists with pushing and lifting wheelchair with enrollee in it.
 - iii. Provides basic personal care assistance and/or supervision (bathing, grooming, toileting, feeding) and assistance with any other Activities of Daily Living (ADLs), including:
 - 1. Assists with bathing in tub, bed and/or shower;
 - 2. Assists with transferring enrollee on and off bedpan, commode and toilet;
 - 3. Provides care of teeth and mouth;
 - 4. Assists with grooming (e.g., care of hair, shampooing, shaving, filing nails); and
 - 5. Assists with eating and dressing as needed.
 - iv. Accompanies enrollee to medical and other appointments.
- b. Provides assistance with Instrumental Activities of Daily Living (IADLs) across care settings.
 - i. Performs and/or assists with laundry, including linen and clothes for enrollees.

- ii. Performs homemaking, meal preparation, light cleaning and other household duties, shopping and other chore service for enrollees, including but not limited to:
 - 1. Making/changing beds;
 - 2. Dusting/vacuuming rooms enrollee uses;
 - 3. Tidying kitchen, bedroom, bathroom and TV room; and
 - 4. Listing needed supplies.
 - 5. Helps enrollee re-learn household skills based on activity level allowed by nurse or MD, and in consultation with OT.
- c. Provides assistance with nursing care, restorative therapies, activities and meals across care settings.
 - i. Assists with ambulation, transfer and range of motion (ROM) needs of enrollees as determined by physical and/or occupational therapist. ROM exercises – to maintain mobility, as instructed by nurse with special PT instructions for exercises beyond ROM.
 - ii. With guidance from nurse, arranges schedule so enrollee follows medical recommendations such as increased physical activity.
 - iii. Provides skin care with intact skin (non-prescription applications/lotions).
 - iv. Re-enforces dressing (bandage).
 - v. Takes temperature (oral and rectal), pulse and respiration when advised to by RN.
 - vi. Measures intake and output as ordered.
 - vii. Obtains stool specimen.
 - viii. Performs urine tests, obtains clean catch urine sample.
 - ix. Empties/changes Foley catheter drainage bag.
 - x. Assists with change of colostomy bag.
 - xi. Records, monitors, reminds and/or assists enrollees with medications ordinarily self-administered.
 - xii. Applies: Jobst stockings, TED stockings, assistive devices.
 - xiii. Assists in preparation, serving and cleaning up after congregate feeding meals and snacks, both regular and special diet.
 - xiv. Sets up and operates recreational, health care and other equipment. Leads games, singing, discussions and other activities.
 - xv. Assists in developing activities for the program.
 - xvi. Works on other projects as assigned.
 - xvii. Assists in keeping Center in a clean and orderly condition, including showers, bathrooms, kitchen and activities areas.
 - xviii. Is responsible for opening or closing of Center, as required.
 - xix. Performs other pertinent care functions as assigned and demonstrated by the registered professional nurse and Center Supervisor.
- d. Participates in assessing, planning care for and documenting care for frail elder enrollees as member of interdisciplinary treatment team.
 - i. Assists in providing a comprehensive plan of care to meet the needs of frail elders to promote optimum health, and maximizing independence and self-care, in accordance with (*PACE Program*) philosophy.
 - ii. Participates in the development and revision of the enrollee’s plan of care as member of the interdisciplinary team.
 - iii. Participates in the activities of the interdisciplinary team as needed and carries out the plan of care as directed.
 - iv. Notes changes in enrollees’ physical or emotional health and communicates this information to the appropriate staff person.

- v. Reports noted changes in enrollee’s abilities for self-care to the supervisor and the interdisciplinary team. Documents all services clearly and completely.
- vi. Maintains standard records of work performed.

2. General

- a. Knows and adheres to the philosophy and goals of *(PACE Program)*.
- b. Maintains a quiet and safe environment for enrollees, visitors and staff.
- c. Keeps confidentiality of enrollee records, reports and discussions.
- d. Participates in formulation and maintenance of *(PACE Program)* policies and procedures.
- e. Participates in *(PACE Program)* Committees as requested by the Director of Clinical Services.
- f. Advises the Director of Clinical Services in ways and means to establish better accountability of *(PACE Program)* services to enrollees and referral sources.
- g. Attends and participates in scheduled staff meetings and enrollee care meetings as requested.
- h. Maintains flexibility in schedule and responds to unexpected emergencies and changes in workload in order to fulfill responsibilities.
- i. Utilizes supplies and equipment economically.
- j. Informs the Director of Clinical Services of “unusual occurrences.”
- k. Identifies service delivery problems.
- l. Is professional in appearance and manner in the clinical area; recognizes own limits and seeks help and guidance from the Director of Clinical Services as appropriate; responds in a positive manner to constructive criticism; serves as a role model for students and staff members.
- m. May serve as role model for new trainees.
- n. Pursues professional growth through the continuing education process.
- o. Maintains certification and pursues professional growth through continuing education process.

Management reserves the right to add, delete or otherwise alter assigned duties at any time. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The minimum qualifications listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

IV. MINIMUM QUALIFICATIONS:

- A. Required Education:** Completion of a personal care aide training program approved by the State of (State) or approved equivalency test. Alternate training includes completion of a home health aide program or a certified nurses aide program.
- B. Required Experience:** Some experience as a homemaker, personal care aide, home health aide or nursing assistant is desirable.
- C. Required Skills:** Interdisciplinary teamwork, ability to work effectively with culturally, economically and educationally diverse populations, and form positive interpersonal relations in dealing with a wide range of staff and enrollees essential. Ability to assist with personal care at home and in center, including wheelchair and ambulatory transfer between home and van, and center and van.
- D. Required Certifications/Licensing:**

E. Desired or Preferred Knowledge, Skills, and/or Abilities: Ability to perform housekeeping activities. Initiative and resourcefulness. Use of discretion, tact, patience and good judgment. Empathetic and compassionate attitude in caring for the elderly. Ability to understand and carry out non-technical verbal and written directions, record messages, and keep records. Ability to get along well with others and gain the cooperation of the enrollees. Able to handle difficult situations in a professional manner. Routine work involving the personal care and program activities of enrollees. Proven record of excellent attendance.

V. POSITION DIMENSIONS:

A. Number of Employees Supervised:	Directly	Indirectly
Exempt Full-time:	_____	_____
Exempt Part-time:	_____	_____
Nonexempt Full-time:	_____	_____
Nonexempt Part-time:	_____	_____
Other:	_____	_____

B. Exposure to Confidential Material: Extensive

C. External Contacts: Extensive

D. Equipment Used: Home care and personal care, PC, copier and fax.

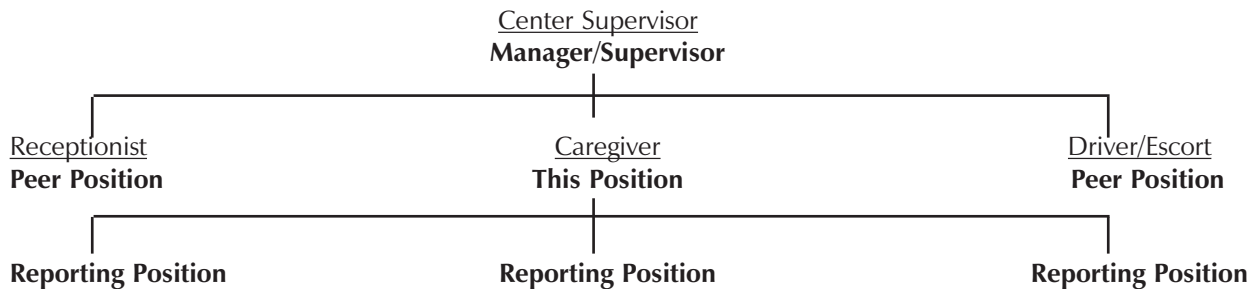
E. Budget Accountability: \$0

F. Planning Scope/Other Dimensions/Job Measures:

G. Work Schedule: Alternative work schedule to be determined. Weekend, evening and holiday hours as needed.

H. Consequence of Error (risk factors of position): Probable enrollee care errors may lead to enrollee injury or impede recovery. Work subject to supervision. Involves considerable accuracy and responsibility.

VI. ORGANIZATION CHART:



TYPE OF SUPERVISION RECEIVED:

Minimal instructions received on routine work; general instructions and spot-checking on new lines of work or special assignments. Example: meets with Director of Clinical Services in staff meetings to review status of work activities and provide performance feedback. Daily communication on time-sensitive items. Supervisor will review and spot check unusual items.

TYPE OF SUPERVISION GIVEN (MUST INCLUDE EXAMPLES):

- No supervision given to others
- Functional supervision
- Bona-fide supervision

NORMAL WORKING CONDITIONS AND PHYSICAL EFFORT NEEDED TO PERFORM THE JOB.

Flow of work frequently produces a high level of mental/physical fatigue. Moderate physical effort required. Periodically requires intense mental application and documentation requires attention to detail.

VII. WORKING CONDITIONS, PHYSICAL DEMANDS AND OCCUPATIONAL EXPOSURES: "OCCASIONALLY" MEANS 1% TO 33%; "FREQUENTLY" MEANS 34% TO 66%; "CONTINUALLY" MEANS 67% TO 100%.

A. Physical Demands:

	Never	Occasionally	Frequently	Continually
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1. Employee must:

sit	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
stand	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
walk	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
crawl	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
kneel, squat or crouch	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
bend	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
climb	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
balance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
talk or hear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
taste or smell	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
reach above				
shoulder-level	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
manipulate foot				
controls/pedals	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. Employee must:

lift up to 10 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
lift up to 25 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
lift up to 50 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
lift over 50 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
carry up to 10 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
carry up to 25 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
carry up to 50 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
carry over 50 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

3. Position requires use of hands for:

repetitive movement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
simple grasping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
firm grasping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
pushing/pulling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
fine manipulation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
writing/printing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
twisting/turning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
feeling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
typing/PC/keyboard use	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

4. Employee must use neck in: **No** **Yes**
 static position x
 frequent flexing x
 frequent rotating x

5. Employee must lift, tug, pull, transport or restrain human or animal subjects:
 a) no , yes x
 b) alone , with help
 c) adults x , children , infants , large animals , small animals

6. Physical Demands:	Never	Occasionally	Frequently	Continually
use of ramps	<u> </u>	<u> x </u>	<u> </u>	<u> </u>
use of ladders	<u> </u>	<u> x </u>	<u> </u>	<u> </u>
use of stairs	<u> </u>	<u> </u>	<u> x </u>	<u> </u>
working at unguarded heights	<u> x </u>	<u> </u>	<u> </u>	<u> </u>
operation of machinery or tools	<u> </u>	<u> </u>	<u> x </u>	<u> </u>
driving vehicles	<u> </u>	<u> x </u>	<u> </u>	<u> </u>
ability to accurately identify and distinguish colors	<u> </u>	<u> </u>	<u> </u>	<u> x </u>

7. This position requires:

visual abilities no , yes x (Explain: See IV. E)

hearing abilities no , yes x (Explain: See IV. E)

oral abilities no , yes x (Explain: See IV. E.)

interpersonal/human relations abilities no , yes x (Explain: See IV. E.)

analytical, mathematical, memorization or other intellectual abilities no yes x

B. ENVIRONMENTAL FACTORS/OCCUPATIONAL EXPOSURES:

1. Employee is exposed to:	Never	Occasionally	Frequently	Continually
loud noise	___	<u> x </u>	___	___
chemicals	___	<u> x </u>	___	___
pharmaceuticals/drugs	<u> x </u>	___	___	___
gases or fumes	___	<u> x </u>	___	___
electricity/high voltage	<u> x </u>	___	___	___
radiation	<u> x </u>	___	___	___
dust or airborne particles	___	<u> x </u>	___	___
asbestos	<u> x </u>	___	___	___
bio-hazardous materials/ substances	<u> x </u>	___	___	___
infectious diseases	___	<u> x </u>	___	___
bacteria	___	<u> x </u>	___	___
viruses	___	<u> x </u>	___	___
body fluids	___	<u> x </u>	___	___
blood borne pathogens	___	<u> x </u>	___	___
Other _____	___	___	___	___

2. Physical environment:

inside x , outside x , extreme heat ____, extreme cold ____,
wet/humid conditions ____, dry/arid conditions ____

3. Other exposures or potential hazards: no ____ yes ____ Explain: _____

PREPARED BY:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Incumbent Name: _____ **Phone:** _____

Incumbent Signature: _____ **Date:** _____

Supervisor Name: _____ **Phone:** _____

Supervisor Signature: _____ **Date:** _____

Human Resources Approval: _____

Date: _____

SAMPLE B

Job Title: Personal Care Assistant (CNA)

Responsible to: PCA Coordinator

Classification: Non-Exempt

Supervises: N/A

Last Revised: (Date)

Approved by:

POSITION SUMMARY:

- Under the direction of the PCA Coordinator, performs basic duties to assist participants in maintaining an environment consistent with their needs. Assists participants in their mobility exercises to help them be more independent for their activities and maintain their current level of functioning.
- Provides care in a manner which ensures participant satisfaction and retention.
- Assists participant in such activities as walking, transfers, use of mobility devices, getting to and from rest room, toileting, changing diapers and clothing, feeding, showering, getting in and out of transportation vehicles, and socialization at the center.
- Knowledge and support of the mission and core values of (*PACE Program*) are important to successful performance, as are commitment to and demonstration of a spirit of teamwork.
- Personal Care Assistants work at the Center and/or in participants' homes.

ESSENTIAL FUNCTIONS:

- Provide or assist participants with personal care (e.g., bathing, dressing, toileting, oral and denture care, hair and skin, shaving, nail trimming).
- Assist with Multi-Purpose room activities, as assigned.
- Assist with dining area set-up and distribution of meals and mid-day snacks, as assigned.
- Participate in daily Interdisciplinary Team meetings including enrollment and quarterly evaluations.
- Help participants to move, turn, get in and out of bed, chair or wheelchair, and ambulate with or without assistive devices.
- Report all pertinent observations of participants to appropriate medical staff or supervisor.
- Help maintain order and cleanliness of the center and its equipment and linens.
- Observe and report to immediate supervisor any changes in participant's physical or mental status; record such observations on appropriate records.
- Escort to specialist appointments and provide assistance and monitoring throughout appointments and ensure safe return home or to (*PACE Program*).
- On a rotating basis, serve as the leader Personal Care Assistant representative to the daily interdisciplinary communication meetings, sharing pertinent information to all other PCAs for the assigned day.

- Demonstrate knowledge and appropriate behavior concerning infection control by proper handling of equipment, soiled clothing, bedpans, urinals and adequate hand washing.
- Work in a safe manner, following safety guidelines and standards. Attend safety in-services. Offer guidance or assistance to staff working in an unsafe manner.

All employees of (*PACE Program*) are required to comply with PACE regulatory requirements established by federal and state governments. In addition, all employees who have contact with participants are expected to promote the Participant Bill of Rights and Responsibilities and understand the basic procedures for receiving and documenting grievances in order to initiate the appropriate process for participant concerns. Each employee also is responsible for understanding their role in the emergency preparedness plan, adhering to the agency's infection control plan and participating in quality improvement initiatives.

MARGINAL FUNCTIONS:

- Collect specimens as indicated.
- Provide or assist participants with non-sterile hot and cold applications as required.
- Measure and calculate fluid and food intake and output as indicated
- Provide or assist with required active/passive range of motion exercises and Restorative Care staff requests.
- Assist as indicated with home care.
- Monitor exits and main entrance.
- Remain flexible and calm in an extremely busy environment.
- Assist participants who may be confused or suffer from dementia.
- Maintain a positive and cheerful attitude despite constant disruptions and interruptions.
- Perform other duties and responsibilities as assigned.

QUALIFICATIONS:

- Current CNA license.
- Interest, enthusiasm and experience working with frail, cognitively impaired older adults; flexible and willing to learn to work within different disciplines and settings.
- Respect and practice confidentiality.
- Capable of independent functioning, knowledgeable judgment, teamwork and a supportive attitude.
- Free of non-treated communicable diseases; able to spend long periods of time on feet and do heavy lifting on occasion.
- Able to communicate in English clearly.

LIFTING/PHYSICAL REQUIREMENTS

	Not Required	Rarely Less than 1%	Occasionally 1% to 33%	Frequently 34% to 65%	Continuously 66% to 100 %
Sitting			x		
Standing/Walking				x	
Crouching (Bend with knees)			x		
Kneeling/Crawling		x			
Stooping (Bend with knees)				x	
Turning (Knees/Waist/Neck)				x	
Climbing		x			
Balancing			x		
Leg/Foot Use				x	
Reaching (Overhead/Extension)			x		
Handling			x		
Grasping				x	
Pushing/Pulling: Average 20 lbs. Maximum 30 lbs. (Can get assistance)				x x x	
Lifting/Carrying: Average 5 lbs; Maximum 30 lbs. (Can get assistance)				x x x	
Talking in Person					x
Talking on the Phone			x		
Hearing in Person					x
Hearing on Phone			x		
Vision Near				x	
Vision Far				x	
Vision Depth				x	
Vision Color				x	
Smell	x				
Other Sensory Demands	x				
Interaction with Others/ Communication Skills					x
Deadlines/Shift Work Overtime/Flexibility	x				
Highly Repetitive Work					x

ENVIRONMENTAL SETTING

COMMENTS

Safety Requirements

Gloves, goggles, masks and gowns, as needed

Exposures (i.e., fumes, chemicals, vibrations, humidity, cold, heat, dust, noise, blood and body fluids)

May be some exposure to standard household cleaning agents and blood and body fluids

Operation of heavy equipment, tools, vehicles

Extreme care in operation of vehicle when providing elderly participants' transportation.

Required hygiene standards (food handling, clean, contaminated and sterile equipment, etc.)

All of the standards listed apply

Employee: _____

Date: _____