

The RIDGEWOOD at SHENANGO VALLEY

J O B D E S C R I P T I O N

JOB TITLE: Personal Care Attendant
DEPARTMENT: Ridgewood at Shenango Valley
DATE ISSUED: October 1998
DATE REVISED: January 2007

JOB SUMMARY:

Assists residents with activities of daily living, providing nursing care, housekeeping services and other related services as is necessary to meet the personal needs and comfort of the residents and assist in maintenance of a safe, clean environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Provide for personal hygiene care which may include; complete or partial bath, back care, oral hygiene, combing hair, shaving, toileting, dressing resident, changing bed linen and other personal care as is necessary.
2. Provide for assistance with medications including glucometer monitoring and sub q injections.
3. Responds appropriately to emergency situations i.e.: ambulance response, 911, first aide, CPR.
4. Participates in and directs both diversional and planned activities.
5. Supervise and encourage participation in social and recreational activities.
6. Assists residents with handling and care of personal laundry.
7. Performs routine treatment procedures including; application of appliances for heat/cold, routine skin care, hand held nebulizers, oxygen, pulse ox, and other treatments.
8. Takes and/or records temperature, pulse, respiration, weight, and intake/output. Maintains records as needed.
9. Assess and monitor physical, cognitive and social dimensions of the resident. Observes, monitors and reports any adverse symptoms, findings or changes in residents physical or cognitive behaviors to the resident's physician and Administrator.
10. Review and respond if necessary, to results of resident lab and other diagnostic tests.

11. Record accurately, clearly and concisely all pertinent information on resident records. Interprets, documents, transcribes onto resident records, the physician's plan of care. Instructs and counsels residents on the same.
12. Promptly responds to all call bells, and provides for resident care needs accordingly.
13. Responsible for reporting any changes observed in condition or behavior and any unusual incidents.
14. Provides for resident privacy at all times, knocking before entering room, closing room doors, etc. before providing care.
15. Serves residents meals waitress style.
16. Establishes and maintains interpersonal relationships with residents assuring confidentiality of resident information.
17. Participates in and contributes to resident care needs.
18. Attends in-service education programs as assigned/required.
19. Responsible for receiving and replacing call-offs on off shifts.
20. Assists in maintaining a safe and clean environment for residents and staff.
21. Reports to appropriate personnel of equipment that needs service or repair.
22. Responsible for cleaning any food spills, fluids anywhere noted.
23. Responsible to clean and sanitize and maintain wheelchairs, bed pans, urinals and basins etc.
24. May accompany residents to appointments outside the facility, may be required to drive facility's vehicle.
25. Assures compliance with all applicable regulations.
26. Responsible for maintaining an adequate level of supplies and ordering as necessary.
27. Confidentiality critical.

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Responsible for locking doors in facility on off shifts.
2. May be required to work rotating shifts.
3. All other duties as assigned.

WORKING CONDITIONS:

Works in a clean, well heated, air conditioned, well lighted and well ventilated building. Prolonged standing and walking. Repeated bending, squatting, stooping. Exposure to all resident elements including infection, odors and to peculiarities in behavior and reactions of the elderly. Assists with emergencies.

QUALIFICATIONS NECESSARY TO PERFORM ESSENTIAL DUTIES AND RESPONSIBILITIES:

The Department of Public Welfare Personal Care Home regulations require that personal care attendants be 18 years of age or older, have a high school diploma, GED or active registry status on the PA nurse aide registry. Staff must successfully complete an approved course on medication administration. Staff must be free from all medical conditions, including drug or alcohol addiction, that would limit staff from providing necessary personal care services with reasonable skill and safety. Previous experience in hospital or nursing home preferred. Must possess a valid drivers license. Must possess current certification in first aid provided by the American Red Cross and also must possess current CPR certification. Must be able to lift, turn and reposition residents both alone and with assistance with and without the use of mechanical devices. Must also be able to assist other with lifting, turning and repositioning residents both with and without the use of mechanical devices. Must be able to perform the physical requirements of the position including lifting residents with help. Must be able to perform the essential functions of the position without posing a direct threat of harm to themselves, others or property. Must adhere to The Ridgewood at Shenango Valley personnel policies and practices including, but not limited to, the attendance requirements.

SUPERVISION GIVEN:

May help train and direct new personal care attendants.

SUPERVISION RECEIVED:

Under the direct supervision of the Ridgewood at Shenango Valley Administrator. May receive supervision from licensed or registered staff.

The Occupational Safety and Health Administration mandates that all Health Care facilities have a written Exposure Control Plan on Blood Borne Pathogens and Other Potential Infectious Materials in place and available for all persons to review as needed. As a part of this plan a copy of the Task Evaluation and Classification Form must be made a part of each job description. The next page of this job description is a copy of that form. It indicates the tasks likely to be performed during this job, the type of body fluid/substances to which exposure is likely, volume, probability of exposure, route of exposure and protective barriers which are to be employed. All persons hired will be fully trained on the Blood Borne Pathogens and Other Potential Infectious Materials Exposure Control Plan on the day of hire or prior to initial assignment. Along with this training all persons will be provided with a copy of the Task Evaluation and Classification Form related to job description.

Employee Name (please print) _____

Employee Signature _____

Date _____