

Inspired Care Home Health

Position: Personal Care Aide (PCA)/ Caregiver

Reports to: PAS Supervisor

Revised: 01/18/2016

Job Summary: Provide non medical supportive and personal services for the clients with consideration of their dignity and privacy. Provide personal care and hygiene to personal assistance clients.

Qualifications/Educational Requirements:

1. Certified Nursing Assistant (CNA) certification or Qualified as a Home Health Aide or Caregiver in Illinois as per State and Federal Regulations.
2. Minimum of one (1) year as a CNA/Home Health Aide/Caregiver preferred.
3. High School diploma or equivalent preferred.
4. Able to read, write, speak and understand English.
5. Must have basic computer skills.
6. Work positively and favorably with clients, families, and staff.
7. Demonstrate compassion, responsibility, and cheerful attitude.
8. Ability to accurately observe, report, and document changes in the patient.
9. Must be able to push, pull, move, and/or lift up to 50 lbs.
10. Able to move intermittently throughout the workday.
11. Listed on the Health Care Worker registry with no finding against the aide relating to client abuse or neglect or misappropriation of client property.

Responsibilities/essential functions: The person in this position must be able to perform the following essential job functions with or without reasonable accommodations.

1. Provide assistance with hygiene such as bathing, oral care, and toileting, dressing etc.
2. Assist Clients with Activities of Daily Living (ADL)
3. Assist with food preparation; serve food, performs errands, light housekeeping, laundry, wash dishes.
4. Observe and report any safety hazards found in the client's home/Living Facility or any significant observations regarding the client.
5. Report client complaints to the Supervisor.
6. Possess the ability to follow written and oral instructions.
7. Report abnormal findings in client's conditions as observed and per care plan to RN/Supervisor.
8. Attend staff meetings, complete 8 hours of annual in-services, and participate in orientation of new employees and other Company programs.
9. Follows the instructions of your Supervisor in providing personal assistance services.

You may be assigned to shifts in Client's home, Assisted Living Facility or Nursing Home. Working conditions include exposure to disagreeable conditions including odors, infection, illness, and physical contact with disruptive patients.

The above list reflects the essential functions and other job functions considered necessary of the job identified, and shall not be construed as a detailed description of all work requirements that may be inherent in the job, or assigned by supervisory personnel. This job description is used as a guide only and not inclusive of responsibilities and job duties.

By my signature, I acknowledge that I have read and understand this job description and its requirement and that I am expected to complete all duties as assigned. I understand the job functions may be altered from time to time.

Employee Print: _____ Date: _____

Employee Signature: _____