



## Community Action Partnership of Northwest Montana Position Description

**Job Title:** Personal Care Attendant  
**Salary:** \$9.47/hr  
**Classification:** Non-Exempt  
**Department:** Personal Touch Home Care/Case Management  
**Accountable to:** Department Director and Personal Touch HomeCare Nurse

**SUMMARY OF WORK:** Provides in-home day/evening care to elderly and physically disabled individuals on the various care programs. Assists individuals with tasks such as bathing, grooming, oral hygiene, skin observation and protection, hair care, meal preparation and light housework.

### **JOB CHARACTERISTICS:**

**Nature of Work:** This position performs physical duties requiring ability to maneuver patients and assist with physical needs. Position requires traveling to sites and some heavy lifting; position often works independently; position requires confidentiality, patience, and tact. Provides transportation for social and medical outings.

**Personal Contacts:** Daily contact with patients to provide services, requiring a compassionate attitude; moderate contact with their families. Occasionally coordinates job duties with fellow employees.

**Supervision Received:** Works under the direct supervision from the Department Director and Personal Touch HomeCare Nurse.

**Essential Functions:** Position requires ability to climb stairs, lift and maneuver wheelchairs and assist with mobility of patients; travel to sites; enter and exit a variety of buildings; cook; assist with bathing and hygiene; assist with light housekeeping; observe client condition for need to notify supervisor.

### **JOB ACCOUNTABILITY AND PERFORMANCE:**

Provides basic household/personal care activities to individuals in their homes who are at risk of nursing home or facility placement. Duties can include but are not limited to assistance in getting client into and out of bed, range of motion, toileting as needed, bathing assistance, medication reminder, help with ambulation, transportation for social and medical outings, ability to respond to emergency situations and supervision of basic activities of daily living. Performs other related duties as required.

### **JOB REQUIREMENTS:**

**Knowledge:** This position requires knowledge of the needs of the elderly and physically disabled as well as basic knowledge of personal care duties. Requires basic knowledge of emergency response assistance available in the community.

**Skills:** This position requires skills in responding to needs and situations of the elderly and physically disabled; cleaning, personal care, and operating household machines and equipment.

**Abilities:** This position requires the ability to: lift equipment such as wheelchairs weighing up to 50 pounds; transfer patients; learn operation of Hoyer Lift; perform duties following safety procedures; demonstrate compassion; respect the concerns, rights, and needs of others; maintain confidentiality; provide motivation and support; work in extreme temperatures; travel to homes in adverse weather conditions; understand assignments given; maintain records; communicate effectively orally and in writing; follow verbal and written instructions; establish effective working relationships with fellow employees, supervisors, and the public.

**Other requirements:**

- Must have reliable transportation
- Must have a current valid driver's license
- Must have current valid auto insurance

**EDUCATION and/or EXPERIENCE:**

The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to:

- A High School diploma or GED equivalent.
- Previous Personal Care Attendant experience preferred, but not necessary

**JOB PERFORMANCE STANDARDS:**

Evaluation of this position will be based primarily upon performances of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to, the following:

- Performs assigned duties.
- Is able to travel to sites and provide transportation for clients.
- Capably assists with personal care needs.
- Observes and relates to supervisor changes in physical or emotional health of client.
- Is able to assist patient with mobility needs.
- Maintains accurate paperwork.
- Effectively performs light household tasks.
- Is able to effectively operate household machines and equipment.
- Renders physical and emotional support to patient and household.
- Displays tact, consideration, and cooperation when dealing with clients and families.
- Follows prescribed safety procedures in providing services.
- Is able to work in extreme temperatures and travel in adverse weather.
- Maintains confidentiality.
- Understands assignments and asks questions when necessary.
- Observes work hours and demonstrates a willingness to work with scheduling hours available.
- Demonstrates punctuality.
- Establishes and maintains effective working relationships with fellow employees, supervisors, and the public.