



COMMUNITY ACTION PARTNERSHIP OF NW MONTANA

Job Description	Department/Program: Case Management/Personal Touch HomeCare
Job Description Title: Personal Care Attendant (PCA)	FLSA Status: Non-Exempt
Accountable To: Department Director and Program Nurse(s)	Position Status: Part-Time \$9.47/hour
Prepared By: Personnel Officer	Revision Date: 10/31/2011

Job Summary:

Provide in-home care to clients with physical disabilities, mental illness, and the elderly.

Essential Duties and Responsibilities:

The Personal Care Attendant (PCA) provides basic household/personal care activities to clients in their homes who are at risk of nursing home or facility placement. Activities include assisting with mobility needs, light housework, grocery shopping, meal preparation, chopping wood, snow shoveling, transportation to/from medical appointments and social social outings, medication reminders, assisting individual in/out of bed, bathing, grooming, toileting, oral hygiene, hair care, skin observation and protection. Observes and communicates changes in the client's physical or emotional health to the program nurse(s).

PCA is responsible for maintaining client confidentiality, following safety procedures, and understanding assignments and asking questions when clarification is needed. Must observe scheduled work hours, be punctual, and demonstrate a willingness to be flexible with hours available based on clients needs. PCA must demonstrate compassion, tact, patience and cooperation when dealing with clients, their family members and CAPNM staff. Must be able to maintain accurate paperwork and submit it in a timely manner. PCA must be able to respond to emergency situations in a calm and professional manner.

Minimum Qualifications (Experience/Education):

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, certification, licensing, experience, knowledge, skill and/or ability required.

- High school diploma or equivalent
- Experience operating household appliances such as washer/dryer, microwave, stove/oven, vacuum

- Previous Personal Care Attendant experience preferred, but not required
- Knowledge of the needs of the elderly and physically disabled preferred, but not required
- Must have reliable transportation
- Must possess and maintain valid Montana driver's license and maintain a driving record that allows for coverage under the agency's auto insurance
- Must possess proof and maintain current personal auto insurance

Physical Demands & Working Conditions:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Occasional lifting, carrying, pushing or pulling up to 50 lbs
- Frequent walking, standing, bending, kneeling, stooping and squatting
- Some sitting
- Full use of hands and arms
- Grasping
- Occasional repetitive movement
- Normal hearing both in conversation and with a telephone
- Frequent speaking in a clear and understandable manner
- Good close, distant and peripheral vision
- Work in a variety of conditions in client's homes
- Travel by auto with exposure to traffic in year round weather conditions
- Exposure to working in cold under 32 degrees and in heat over 80 degrees on an intermittent basis
- Some exposure to wet and slippery conditions
- Some exposure to annoying odors
- Some use of latex/rubber gloves
- Frequent hand washing
- Some exposure to biohazards, pollen, dangerous animals, household cleaners, grease and grime
- Possible exposure to offensive language, violence and threats
- Day, evening, night, weekend and holiday shifts