

Upper Cumberland Human Resource Agency

Job Description

Personal Care Attendants

Classification: Non-Exempt
Department: Community Services
Reports to: Assistant Director of Community Services
Salary Grade: HR8 - \$10.00 (*Salary may be less than minimum amount listed dependent upon financial restraints of the agency.*)
Job Group: 8
Census Code: 4610
2010 SOC Code: 39-9021
Employment: At Will

POSITION SUMMARY

The Personal Care Attendant is responsible for providing personal assistance, stand-by assistance, supervision or cues for persons having difficulties with one or more of the following five activities of daily living: 1) eating, 2) dressing, 3) bathing, 4) toileting, 5) transferring in and out of bed. Specific tasks will include one or more of the following, as specified in the client's care plan.

MAJOR DUTIES AND RESPONSIBILITIES

- Assisting client with bathing or giving a bed bath, foot care, shaving, and shampooing of hair.
- Changing bed linens.
- Assisting client with propping up on pillows.
- Assisting client with eating, or feeding the client.
- Assisting client to turn over in bed or to turn client.
- Assisting client to walk to bathroom or to walk client.
- Assisting client in bedpan or bedside commode use.
- Assisting client with simple exercise or to teach family members to do simple exercise.
- Assisting client in dressing or undressing.
- Providing other services deemed to be personal care.
- Accurately maintaining required records (daily contact sheets, etc.) for the purposes of reporting and monitoring.
- Other duties as assigned.

SKILLS/QUALIFICATIONS

- Current Certified Nursing Assistant License, equivalent, licensed in the past or has assisted individuals in a personal nature such as parent, relative or others.
- Has at least one year of experience in performing personal care services.
- Ability to follow oral and written instructions.
- Ability to maintain accurate records.
- Valid Tennessee driver operator's license

ESSENTIAL FUNCTIONS

- Reaching
- Lifting (up to 30 pounds)
- Grasping
- Feeling
- Visual Activity
- Complete moderate activities in a moderate environment
- Good verbal and written communication skills.
- Detail oriented.
- May be required to sit for prolonged periods of time.
- Ability to multitask.
- Ability to respond rapidly to situations.

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Americans with Disability Specifications

Physical Demands:

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.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment:

Work environment characteristics 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.

While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time.

The noise level in the work environment is usually moderate.

General Sign Off:

The employee is expected to adhere to all agency policies and to act as a role model in the adherence to agency policies.

I have read and understand this explanation and job description.

Employee Signature: _____ Date: _____