

Stay in Home Care, Inc.

Personal Care Assistant/Caregiver

Job Description



POSITION TITLE: Personal Care Assistant (PCA)/Caregiver

REPORTS TO: Administrator or Nurse Supervisor

WAGE: Competitive wage

MISSION:

To provide personal care assistance services that assists a client to live safely and comfortably in their own home.

DUTIES, RESPONSIBILITIES AND FUNCTIONS:

I. Assist clients with activities listed on client's care sheet, including but not limited to:

- Personal care activities, including but not limited to: bathing, dressing, grooming, bowel and bladder care.
- Transfer
- Housekeeping activities, including but not limited to: sweeping, mopping, dusting, and general areas.
- Laundry activities, including but not limited to: washing, drying, folding, and putting away laundry, changing linen, mending and ironing clothes.
- Meals, including but not limited to: cooking, feeding, storing meals and washing dishes.
- Shopping activities, including but not limited to: grocery shopping and personal shopping.
- Transportation, including but not limited to: transporting the client in client vehicle, transporting the client in PCA's vehicle and assisting them with public transportation.
- Recreation, including but not limited to: in-home and/or community activities.

II. Completing accurate paperwork and submit on a timely basis:

- Complete time/sheets accurate progress notes documenting tasks performed each day of the pay period.

III. Participate in supervisory meeting and job related training:

- Participate in phone/office meetings as deemed necessary.

IV. Requirements and Qualifications:

The level of training and/or experience you need for this position is determined by the consumer. If you are offered a position by Stay in Home Care, Inc., you will be required to:

- Be at least 18 years of age
- High school diploma or equivalent (GED) required.

- Relevant experience and/or personal knowledge of disabilities preferred.
- Familiarity with various types of disabilities preferred.
- Must be committed to the belief that persons with disabilities have the ability to direct their own care and live independently in their own homes with the proper assistance.
- Must have reliable transportation and current valid driver's license if applicable.
- Proof of automobile insurance with the following minimum liability:
 - \$300,000 Combined Single Limit Liability Bodily Injury & Property Damage
 - OR**
 - \$100,000 Bodily Injury Per Person/\$300,000 Bodily Injury Per Accident/\$25,000 Property Damage Per Accident/Split Limit Liability.
- Social Security Card. (copies of these items will be made by Stay in Home Care, LLC and original returned to you.
- Complete Form I-9 (Employment Eligibility Verification). Complete all conditions of employment prior to your first day of work.

You must turn in the following documents prior to your first day of work:

- Provide two original documents to be copied (Stay in Home Care, Inc.) from the approved I-9 form list.
- Permanent Resident Cards or Work Authorization Cards are required from non US citizens.
- Employee will also complete a W-4 form (employee withholding allowance form) prior to first day of work.

Employee

Signature: _____ **Date:** _____