

TLC HOME HEALTH, INC.
JOB DESCRIPTION
PERSONAL CARE AIDE

POSITION SUMMARY

The Personal Care Aide (PCA) provides personal care services as outlined in the client's plan of care under the supervision of an RN. The PCA position is a part-time hourly position. Therefore, the aide may be called by the Company to work temporary assignments. It is the aide's responsibility to call and inquire about work assignments. If a work assignment does not meet the aide's specifications, the Company is not held responsible for lack of work. The PCA is responsible for completing 12 hours of training and/or education on an annual basis.

REPORTING RELATIONSHIPS

Reports to: Director of Nursing
Supervised by: RN Supervisor

ESSENTIAL JOB FUNCTIONS

Under the supervision of an RN, the Personal Care Aide will provide the following personal care services to clients:

- Bathing
- Personal hygiene
- Grooming
- Dressing
- Toileting
- Ambulation
- Eating
- Cleaning
- Accompanying client to appointments. (The client cannot ride in the Aide's vehicle. Additionally, the Aide cannot drive the client's car unless it is a private pay client)
- Cooking
- Laundry
- Recording client's changes in condition
- Grocery shopping
- Paying bills
- Correspondence and communications with family members
- Filling out applications
- Using the Hoyer Lift

- Other duties as assigned

MINIMUM QUALIFICATIONS

- Able to read and write English.
- At least 18 years of age
- Complete a minimum of 40 hours of training consistent with DMAS standards
- CNA License by the Virginia Board of Nursing
- Attended an Approved Aide School by the Department of Medical Assistance Services and/or the Virginia Board of Nursing.
- Be physically able to do the work
- Not be (1) the parents of minor children who are receiving waiver services or (2) spouses of individuals who are receiving waiver services.

PHYSICAL REQUIREMENTS

Duties of the position require bending, stooping, twisting, reaching and lifting up to 50 lbs. Duties may also require occasional heavy lifting when moving or supporting residents who may suddenly become weak or helpless.

HOURLY PAY

Range from \$8.00 to \$12.50 per hour depending on reimbursement rates and location.