

**PERSONAL CARE ATTENDANT JOB DESCRIPTION**

**JOB SUMMARY**

ACL Medical Staffing & Home Care Service shall employ an individual as the Personal Care Attendant. Under the Staffing Coordinator's direction, the Personal Care Attendant (**PCA**) performs various **non-medical basic care skills** for clients. Attendant care services are provided to participants with nursing facility level-of-care needs. **Attendant care services PROVIDE direct, hands-on care to participants for the functional needs of ADLs**. They should be able to communicate performance concerns to healthcare staff and interdisciplinary team members and make recommendations. For the Traumatic Brain Injury (TBI) waiver, attendant care services are provided to participants with either a nursing facility or intermediate care facility for individuals with intellectual disabilities (ICF/IID) level-of-care needs. The Personal Care Attendant (PCA) job description may be amended at any time, effective immediately upon written Notice, at ACL Medical Staffing & Home Care Services sole and absolute discretion.

**RESPONSIBILITIES & DUTIES**

**Allowable Activities**

Attendant care includes all non-skilled ADL care as identified in the PCA job description, which includes but is not limited to the following:

1. Provides assistance with personal care, which includes:
* Bathing, partial bathing
* Oral hygiene
* Hair care, including clipping hair
* Shaving
* Hand and foot care (DO NOT CLIP FINGERNAILS & TOENAILS OF A DIABETIC CLIENT)
* Intact skincare
* Application of cosmetics
* Dressing
1. Provides assistance with mobility, which includes:
* Proper body mechanics
* Transfers
* Ambulation
* Use of assistive devices
1. Provides assistance with elimination, which includes:
* Assistance with bedpan, bedside commode, toilet
* Incontinent or involuntary care
* Emptying urine collection and colostomy bags
1. Provides assistance with nutrition, which includes:
* Meal planning
* Meal preparation
* Clean-up
1. Provides assistance with safety, which includes:
* Use of the principles of health and safety in relation to self and individual
* Identification and elimination of safety hazards
* Practicing health protection and cleanliness by appropriate techniques of hand washing
* Waste disposal and household tasks
* Reminding the participant to self-administer medications
* Provides assistance with correspondence and bill-paying
* Transportation of individuals to non-medical community activities (Note: Out-of-state transportation is limited to within 50 miles of state geographic limits).

**Activities Not Allowed**

The following activities are not allowed and **will not be reimbursed** under attendant care services:

* Services provided to people with unstable medical needs as a substitute for care provided by a registered nurse, licensed practical nurse, licensed physician, or other health professional;
* Services provided for a participant regarding specialized feeding (such as difficulty swallowing, refusing to eat, or not eating enough), unless permitted under law and not duplication of Medicaid State Plan services;
* **Hoyer lift and weight-bearing transfer assistance** (Note: These services should be considered for State Plan Home Health Services or respite home health aide under the supervision of a registered nurse.);
* Services provided to a participant requiring management of the following (which must be considered for respite nursing services unless permitted under law and not a duplication of Medicaid State Plan services):
1. Uncontrolled seizures
2. Infusion therapy
3. Venipuncture
4. Injection
5. Wound care for decubitus
6. Incision – Ostomy care
7. Tube feedings
* Services provided as a substitute for care provided by a registered nurse, licensed practical nurse, licensed physician, or other health professional
* Setting up and administering medications
* Assisting with catheter and ostomy care
* Services provided to household members other than to the participant
* Services provided when the owner of the agency is one of the following:
1. Parent of a minor child participant
2. Spouse of a participant
3. Attorney-in-fact (or POA) of a participant
4. HCR of a participant
5. The legal guardian of a participant
* Services provided to participants receiving any of the following waiver services:
1. Adult family care
2. Structured family caregiving
3. Assisted Living

**NOTE**: Must be able to communicate with the Supervisor or Direct Client Coordinator any changes in the Client's physical condition, behavior, or appearance. Must be able to document services provided to Clients following company policy and procedures.

**KNOWLEDGE, SKILLS, and ABILITIES**

* Must possess a strong service orientation, including active listening skills, critical thinking skills, and close monitoring of clients.
* Basic understanding of medical terminology

**ATTENDANCE**

Individuals in this position are expected to be available during scheduled work hours and occasionally evenings and weekends.

**POSITION MINIMUM QUALIFICATIONS**

* Highschool diploma, GED preferred but not required
* Minimum of 6 months experience in a similar role
* Ability to perform housekeeping tasks, prepare meals, pay household bills, and run errands
* Exceptional interpersonal skills, a caring approach, compassion for the job, and being physically fit

**PHYSICAL REQUIREMENTS**

The physical demands listed are representative of those that an employee MUST meet to perform the essential duties and responsibilities of the job successfully. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

* **Environment:** The work setting is typical of a healthcare setting in a Client's home.
* **Physical:** The primary functions require significant physical ability and mobility to work. The employee will stand and sit for prolonged periods with occasional bending, stooping, kneeling, crouching, and reaching. Employees should never twist their bodies or use poor mechanics to perform duties. Employees will be required to lift, carry, push, or pull light to heavy (75 pounds or more) amounts of weight. Employees must operate equipment requiring repetitive hand movement and fine coordination, including using a computer keyboard. You may be required to travel to different locations using personal or commercial transportation at your expense.
* **Visual:** Able to see in a normal visual field with or without corrective devices.
* **Hearing:** Able to hear in the normal audio range with or without corrective devices.

**SPECIAL CONDITIONS of EMPLOYMENT**

* National or Expanded Criminal Background Check
* Reference Checks
* Employee Onboarding

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This Job description is intended to summarize the position's primary responsibilities and qualifications. The job description is not intended as inclusive of all duties an individual in this position might be asked to perform or of all qualifications that may be required either now or in the future. A personnel file and a signed job description documenting responsibilities in writing will be maintained.

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Personal Care Attendant **Signature** Date

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Personal Care Attendant **Print**

**Office Use:**

Adopted: 8/1/2023

Effective Date: January 2024

Revision Date:

Next Review Date: December 2024

Reviewed by: Administrative Team

Authorized by: Administrative Team