



Job Description Personal Care Worker

Job Summary:

The Personal Care Worker (PCW) will provide necessary services to individuals with disabilities as determined by a plan of care. The PCW will be under the administrative supervision of the Office Administrator and under the immediate supervision of a Registered Nurse Supervisor.

Job Duties and Responsibilities:

1. Provide Best Choice Personal Care LLC with the following list of care services:
 - Assistance with bathing;
 - Assistance with getting in and out of bed;
 - Teeth, mouth, denture and hair care;
 - Assistance with mobility and ambulation including use of walker, cane or crutches;
 - Changing the recipient's bed and laundering the bed linens and the recipient's personal clothing;
 - Skin care excluding wound care;
 - Care of eyeglasses and hearing aids;
 - Assistance with dressing and undressing;
 - Toileting, including use and care of bedpan, urinal, commode or toilet;
 - Light cleaning in essential areas of the home used during personal care service activities;
 - Meal preparation, food purchasing and meal serving;
 - Simple transfers including bed to chair or wheelchair and reverse; and
 - Accompanying the recipient to obtain medical diagnosis and treatment.
2. Perform tasks assigned by the RN Supervisor.
3. Report in writing to the RN supervisor on each assignment.
4. Promptly report any significant changes observed or reported in the client's condition to the RN supervisor.
5. Confer as required with the RN supervisor regarding the client's progress.
Upon coming in contact with blood or other potentially infectious materials including those that are air-borne, non-intact skin, or mucus membranes in



caring for clients, practice infection control measures as recommended by the U.S. Centers for Disease Control and Prevention.

6. The PCW is responsible for all documentation related to the accomplishment of these duties.
7. Documents cares authorized, by recording time spent on each task on the time sheet and assures Client is living in a safe, clean environment. PCW will report any issues or concerns to the Registered Nurse Supervisor or the Responsible Party.
8. Have knowledge of independent living skills.
9. Evaluate and determine individual strength and needs.
10. Take the MN online Personal Care Assistant training course, successfully pass the test and present the certificate of proof of training to Best Choice Personal Care LLC.
11. Be Familiar with emergency procedures such as fire/tornado.
12. Keep all information confidential.
13. Act as a role model for individual served by Best choice Personal Care LLC and a representative of Best Choice Personal Care LLC.
14. Attend in-service training and /or retraining requirements as scheduled. PCW will meet with the Registered Nurse Supervisor at the initial start of care in the client's home to receive training for all cares and medically delegated tasks if applicable.
15. As a mandated reporter, will report any signs of abuse or maltreatment of the client.

Qualifications:

- High School Education or equivalent.
- Ability to lift minimum 40 pounds.
- Ability to observe and record behavioral data.
- Ability to communicate clearly with staff and consumers through use of telephone and other verbal means.
- Ability to follow necessary procedures in case of fire/tornado or emergency situation.
- Ability to successfully complete required in-service training for this position.



- Must be free from communicable diseases.
- Knowledge and experience of working with people with developmental disabilities is helpful.

Applicant/Employee acknowledgement:

I _____, acknowledge that I have received and reviewed the Position Description above. I further acknowledge that I have had an opportunity to review this Position Description with the Employer, and I understand the Nature of the position and the Principal Accountabilities and Requirements, as described above, I would be expected to perform if I am offered this position. If hired, I can, with or without reasonable accommodation, perform the Principal Accountabilities and Requirements described above.

Applicant/Employee Signature

Date