

**BIRCHWOOD ARBORS – Personal Care Attendant -- Job Description**

Reports To: RN Program Director/LPN

Hours of Work: Variable

Revised Date: October 29, 2003

**JOB SUMMARY:** Responsible for meeting client care needs during the shift.

**QUALIFICATION:** Knowledge of or ability to learn position procedures, techniques and equipment.

**PREFERENCES:** Experience in housing-with-services

High school diploma or equivalent

**REQUIREMENTS:** Ability to read, write and follow directions in English

**ESSENTIAL JOB FUNCTIONS:**

1. Assist clients in getting ready for their daily, evening, or night routine.
2. Assist clients with the following needs according to each client's individualized care plan after being competency tested and evaluated by a Registered Nurse:
  - a. Assist clients with self-administration of medication and/or medication administration;
  - b. Assist clients with therapeutic exercises;
  - c. Assist clients with bathing;
  - d. Assist clients minimally with all activities of daily living as needed;
  - e. Escort clients to dining room and activities as assigned; and
  - f. Assist with laundry per care plan.
3. Respond to client emergency calls and determine what services are needed, and contact the appropriate person in accordance with Medical Emergency Policy.
4. Respond to client concerns & requests, which includes but is not limited to, checking ill clients, facilitating client interaction, etc.
5. Observe and assist clients during meals and report any concerns to RN Program Manager.
6. Document on services charting form the services performed for the client during the shift.
7. Communicate pertinent information regarding client status to next attendant coming on duty before leaving shift.
8. Maintain good relations with clients, families and coworkers.
9. Be a client advocate respecting client rights according to the State of Minnesota Home Care Bill of Rights.
10. Report any suspicions of abuse, whether physical or financial, to RN Program Manager. All employees are mandated reporters for vulnerable adults.
11. Perform job duties in a safe and sanitary manner.
12. Report to work as scheduled.
13. Complete other duties as assigned by supervisor.