# JOB DESCRIPTION

**Position:** Personal Care Assistant (PCA)

**Definition:** One who provides personal care assistance to clients in their home under the direction of of Nova Leap Health MA III, Inc. d/b/a Comprehensive Home Care’s supervisor. Responsible that service of assistance is delivered in a caring and respectful manner in accordance with relevant Agency policies and industry standards.

# Requirements:

* Must possess and maintain in accordance with state law; PCA certification and all other applicable certifications.
* Current driver’s license and proper vehicle insurance coverage.
* Skill to make decisions, solve problems and communicate with co-workers and supervisors.

**Responsibilities:**

**Personal Care Services**

1. Preparation of nutritious meals in accordance with the client need and care plan.
2. Sponge bathing/shower, grooming, nail care and general hygiene/oral hygiene
3. Hair care including shampoo, skincare including application of preventive skincare products
4. Transfer assistance includes weight bearing assistance such as steadying the client & arranging items to assist the transfer of the client; non-weight bearing assistance on a case by case basis as specified by the agency
5. Walking and exercise
6. Monitoring client’s conditions
7. Observing and reporting changes in client’s condition
8. Shaving of client using electric razor; dressing to include putting on or removing clothing, shoes and stockings;
9. Scheduling and arranging trips for medical care
10. Picking up prescription drugs
11. Accompanying client on medical appointments
12. Assistance with toileting & toileting hygiene measures; use of toilet, commode, bedpan, & urinal.
13. Assistance with use of products related to hygiene care such as disposable incontinent briefs or pads
14. Assistance with cleaning after elimination; cleaning client after incidents of vomiting, diarrhea and incontinence
15. Assisting clients with self-administration of medication
16. Ensure client’s safety, security and well being in accordance with care plan
17. Make decisions, solve problems, plus be able communicate well with co-workers and supervisors
18. Provide respite care for families in accordance with care plan
19. Observe clients and their environment and report behavior, physical and/or cognitive changes and/or changes in living arrangements to Supervisor
20. Observe, receive and obtain information when working in a team environment.
21. Assistance with ostomy care in a long term, well healed, trouble free ostomy, such as assisting an application of the stoma bag on a case-by-case basis as individually trained by the personal care service provider’s coordination of care services; and
22. Assistance with catheter care only by emptying the urinary drainage bag on a case-by-case basis as individually trained by the personal care provider’s coordination of care services
23. Assistance with application of braces, splints and prostheses on a case-by-case basis as determined by the agency and individually trained by the personal care provider’s coordination of client services
24. Assistance with nutrition & hydration as follows; filling client’s fork or spoon and feeding the client by mouth on a case-by-case basis as determined by the agency

***No staff member of Nova Leap Health MA III, Inc. d/b/a Comprehensive Home Care will have been convicted of a felony, sexual assault, other violent crime, assault, fraud, abuse, neglect or exploitation of any person in this or any other state by a court of law or had a complaint investigation for abuse, neglect or exploitation adjudicated and founded by the Massachusetts state department.***

Print Name

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Signature Date