



DOMINICAN

Home Health Agency, Inc.

Personal Care Provider JOB DESCRIPTION

Definition:

Provides unskilled personal care in accordance with the patient's care plan—including bathing, dressing, light meal preparation, light housekeeping, and other duties as assigned during the intake assessment. Other tasks as assigned.

Level of Responsibility:

Works under the supervision of the nurse assigned to the patient and reports directly to the Director of Clinical Services (DCS.)

Examples of Duties and Responsibilities:

1. Performs all functions outlined in the Home Health Aide/Personal Care Provider Care Plan
2. Performs or assists the patient with skin care, bathing, dressing, hair care, mouth care, and shaving as specified in the care plan.
3. Assists patient with positioning and ambulation, and transfers if the consumer has sufficient balance and strength to stand and pivot and assist with the transfer.
4. Assists patient with toileting, bowel/bladder care including use of bedpan, and perineal care.
5. Assists with nourishment and fluid needs including preparing meals, feeding patient, and offering fluids.
6. Performs household tasks related to patient's medical needs including bed linen changes, patient's laundry, and light housekeeping.
7. Reports to the nurse any changes in the patient's status.
8. Provides medication reminders to the patient if medications are stored in a medication reminder box.
9. Practices standard precautions.
10. Assists the supervising professional in scheduling face-to-face supervisory visits no less frequently than every 90 days
11. Schedules visits with patient and enters visit tasks into Axxess electronic health record.
12. Maintains timely records of home visits in the Axxess electronic health record.
13. Completes missed visit forms when a scheduled visit is unable to be completed.
14. Attends and participates in appropriate patient care conferences, staff meetings, and agency committee meetings.
15. Attends appropriate education meetings.
16. Performs other related functions as assigned by supervisor.

Minimum Qualifications:

- 1. Education:
High School Diploma or equivalent
- 2. Experience:
A minimum of one year personal caregiver experience preferred

Knowledge, Skills and Abilities:

- 1. Knowledge of principles and procedures of personal care and safety practices in the home care setting.
- 2. Appropriate verbal and non-verbal communications.
- 3. Skills in personal care.
- 4. Ability to communicate effectively, verbally and in writing to the nurse and/or the DCS.
- 5. Ability to establish and maintain effective working relationships with patients, families, and staff members.

Special Requirements:

- 1. Valid and current driver's license
- 2. Access to a reliable automobile with auto insurance
- 3. Maintain cell phone service
- 4. Current First Aid certification

Exposure/Risk Category: OSHA:

Tasks involve occupational exposure to blood, body fluids or tissue. Tasks will require lifting equipment and supplies up to 50 pounds.

Signature/Printed Name

Date

Director of Clinical Services, Dan Grey

Date