

Statewide Healthcare LLC

Compassionate Care

2130 S. Academy Blvd #103

Colorado Springs, CO 80916-2479

P (719)-434-1513 F (719)-434-8215

JOB DESCRIPTION

Position			
Job Title:	Personal Care Provider		
Reports To:	Care Provider Supervisor		
Department:	Personal Care Provider	Revision Date:	07-01-2019

General Purpose	
Perform general daily tasks in assisting our clients in their Activities of Daily Living as set forth by our guidelines.	
Primary Role and Responsibilities	
<p>Perform tasks as specified on the care plan.</p> <ol style="list-style-type: none">1. Knowledge of principles and procedures of personal care and safety practices in the home care setting2. Understanding of family interactions and aging process.3. Beginning knowledge of nutrition and food service.4. Beginning skills in personal care.5. Ability to observe, report, and record client's care and condition accurately.6. Ability to communicate effectively, verbally, and in writing.7. Ability to establish and maintain effective working relationships with clients and families, staff members, and the general public.	
Secondary Role and Responsibilities	
<ul style="list-style-type: none">o Document client communications accurately and appropriatelyo Perform supply inventory and obtain supplies to ensure no shortageo Provide the highest level of customer service to our clientso Other duties as assigned	
Critical Needs	
<p>Analytical</p> <ul style="list-style-type: none">o Ability to use intuition and experience to quickly make decisions <p>Problem Solving</p> <ul style="list-style-type: none">o Identify and resolve problems quicklyo Develop alternative solutionso Work well with others to find best solutionso Use reason even when dealing in a hostile situation	

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Critical Needs

Client Service

- Actively identify ways to assist clients
- Manage difficult clients and answer their demands
- Quick response time to all client needs
- Constantly improves the service provided to the client
- Meet commitments without fail

Oral communication

- Listens and gets clarification
- Responds well to questions
- Speaks clearly and effectively

Written Communication

- Writes clearly and effectively
- Edits all work prior to release
- Presents communication notes in an easy to understand manner

Able to read and interpret written information

Education and Experience

- Completion of appropriate training program, or
- Successful completion of skills validation via direct observation of performance of tasks or six months or more personal care experience in a home care setting.
- High school diploma or GED
- Completion of formal training in appropriate field
- Certification or eligible for national certification

Working Conditions

- Frequently required to sit and stand
- Frequently required to use hands to finger, handle, or feel
- Frequently required to talk or hear
- Frequently required to reach with hands and arms
- Regularly required to lift and / or move up to 75 pounds
- The noise level is usually moderate
- Specific vision abilities required are close vision, distance vision, color vision, peripheral vision, depth vision, and ability to adjust focus

I have read the job description and qualifications for the position accepted:

Signature of Employee

Date