



Job Description – Personal Care Assistant

Place of Employment: Client homes, work sites outside of the client home as required and other work sites as required by **HamiltonDavis Home Care, Inc.** management.

Accountable to HamiltonDavis Home Care, Inc. Director, Administrator, Manager, and Supervisor.

Job Summary: The PCA is a front line position acting as a representative **HamiltonDavis Home Care, Inc.** and providing the services offered by the company. The PCA duties are not limited to those listed as the position has a wide scope of duties at times dependent on the client and always under the auspices of the company. The PCA will mostly work independently of co-workers or supervisors and therefore must balance good judgement and initiative along with the policies of the company.

It should be noted that emphasis is for the PCA to involve the client in the care program to help provide the client with the basic standards of healthy living as follows:

- Physical Activity
- Mental Stimulation
- Personal Contact
- Nutrition
- Relaxation
- Humour

Work Hours: This position may require various shifts at various times (including nights, weekends, and sleep-over) in one or more work sites.

Duties: The following list of duties is a guideline of possible duties to be performed independently or as a group of duties in the course of working with the client. The PCA duties are not limited to those listed.

- A. **Companionship**
One of the most important aspects of Health & Home Senior Care will be providing customers with a strong sense of self-esteem and independence. Taking a genuine interest in the client, their life and their environment will help create true sense of companionship. Whether it is playing a favourite board game or card game, reading, taking a stroll or visiting with friends and neighbours, companionship provides the depth of our services.
- B. **Housekeeping, Laundry, and Pet Care**
The PCA will provide dusting, washing hardwood and flooring, vacuuming carpets and furniture, changing bedding, scrubbing the bathroom; pre-washing, washing, drying, ironing and folding laundry; defrosting refrigerators/freezers; cleaning ovens/stoves and china cabinets; caring for house plants; taking out garbage and general tidying of living spaces as required or requested. It also includes caring for pets including grooming, feeding, exercising, walking, playing, cleaning up after the pet.
- C. **Kitchen Work**
Grocery shopping, preparing menus and meals, cooking, baking, serving, assisting with eating, washing and drying dishes and general tidying up is included.
- D. **Transportation and Escort**
A PCA cannot drive his or her personal car or the client's car to transport the client to an appointment or errand. The PCA may escort the client by riding along with the client to appointments or errands providing a helping hand or shoulder to lean on.

Qualifications:

1. Current certificate in standard first aid and CPR.
2. Valid driver's licence and reliable transportation
3. Ability to work independently.
4. Excellent communication and listening skills.
5. Compassionate, patient and caring nature.
6. Able to work in a stressful environment.
7. Must be physically and mentally fit to handle the demands of care giving.
8. Must be 18 or older
9. Must pass background check
10. Social Security Card
11. Current Drivers License
12. Current CNA License or Personal Care Assistant Certification
13. Current Physical to Work by a licensed physician
14. Current TB skin test
15. Federal Identification Number issued by the IRS

General Notes:

The PCA will be required to maintain a safe working environment for themselves and their clients.

There may be emergency situations where the Caregiver will have to react quickly with sound judgement.

The scope of duties described in this document may not include all duties to be performed by the Caregiver and is subject to change.

Employee's Signature

Date