



11339 Michelle Way Hampton, GA 30228
(404) 829-1116 OFFICE (404) 738-3300 FAX | tp_carehomes@outlook.com

(PCA) PERSONAL CARE ASSISTANT | JOB DESCRIPTION

PERSONAL CARE ASSISTANT (PCA)

Personal care aides, also known as caregivers, personal attendants, homemakers, or companions, assist with the daily tasks of elderly, mentally disabled, chronically ill, or physically challenged clients, as well as hospice patients and those in various stages of rehabilitation or recovery. Aides might work at clients' homes, residential care or hospice facilities, adult day care centers, or senior centers. They might visit several clients a day or be assigned to one specific client. Shifts can vary, but most personal care aides are expected to work nights, weekends, and holidays.

QUALIFICATIONS FOR THE JOB

- PCA qualifications require a Georgia registered CAN;
- Ability to observe and assess the needs of individuals;
- Ability to maintain information in a confidential manner;
- Ability to speak clearly and express self effectively in English;
- Ability to read and comprehend instructions written in English;
- Ability to organize, prioritize and multi-task work assignments;
- Ability to learn and apply positive methods to modify behavior;
- Ability to facilitate groups and/ provide individual skill instruction;
- Ability to perform (BLS) Basic Life Support and First Aid Certification;
- Ability to write legibly in English in a clear, concise, and logical manner;
- Ability to understand and relate to persons with intellectual disabilities;
- Ability to apply the principles of "Everyday Lives "and Self Determination;
- Ability to work independently with minimal supervision in field location assignments;
- Ability to maintain professional and respectful interaction with individuals and co-workers;
- Must have an annual Negative test results for TB Skin Test;
- Knowledge of acceptable social, work, and interpersonal behavior;
- Knowledge and the ability to utilize good listening skills & comprehend verbal instructions given in English;
- Agree to or provide required documentation of a criminal records check, prior to providing services;
- Have the experience, training, education or skills necessary to meet the participant's needs for Community Access services as demonstrated;
- Agree to or provide required documentation of a criminal records check (NCIC), prior to providing Community Access services;
- Have evidence of an annual health examination with signed statement from a physician, nurse practitioner, or physician assistant that the person is free of communicable disease;
- Have no more than two chargeable accidents, moving violations, or any DUIs in a three (3) year period within the last five (5) years of the seven (7) year Motor Vehicle Record (MVR) period if transporting participants.

DUTIES OF PCA-STAFF *include, but are not limited to:*

- Provides personal care and protective oversight and supervision;
- Provide services, supports, care and treatment and/or supervision as required;
- Personal care aides generally are responsible for:
 - light cleaning
 - cooking
 - running errands
 - doing laundry
 - assisting clients with bathing, showering, grooming, and other personal hygiene tasks.
- Engage clients in activities like reading, talking, and playing games.
- Consult with a client's family members to address their concerns regarding the client's health, nutrition, and overall well-being.
- Adheres to Department of Human Resources Office of Regulatory Services, requirements.
- Performs other duties as assigned.
- Assesses and documents instructional needs initially and on an ongoing basis.



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- Ensures individuals' health, safety and welfare, enhances the quality of individuals' lives, and supports community inclusion;
- Provides direct assistance to the participant in self-help, socialization, and adaptive skills training, retention and improvement;
- Participates in the implementing of all program plans designed to enhance the individual's social, emotional, cognitive, physical, and independent living skills.
- Completes and updates all daily, weekly and monthly records, reports, logs, casework notes, administrative paperwork, fiscal reports, and medical records in an accurate, timely, and professional manner.
- Collaborates and cooperates with involved agencies, family members, and other service providers; participates in meetings and provides relevant information.
- Transports individuals in personal, family and/or company vehicle for community outings or scheduled appointments.
- Provides support and assistance to individuals in arranging for medical care when responsible to do so and follows health care recommendations.

COMPETENCY [Education, Credentials, and Experience]

- High school diploma or General Education Development (GED);
- Completion of the NLN exam on-line and assessment of competency for services to be performed, or completion of a provided 40-hour training curriculum and assessment of competency;

EXPECTATIONS

- Must be able to drive passenger vehicle if applicable.
- Must have the ability to obtain clearances as defined by regulations.
- Must be able to purchase your own paid trainings such as, CPR, CPI, COGENT Report...etc.
- Must be able to work flexible hours to meet individual's and program's needs.
- Must be able to travel to trainings/meetings upon request of program director.
- Must have a valid driver's license, good driving record, and access to a reliable vehicle to attend trainings, meetings, and/or transport individual to appointments.
- Must be able to accompany individuals into the community and provide support and assistance in interactions in the community while maintaining sensitivity to the rights and dignity of the individual.
- Must have an annual (Physical) health examination with signed statement from a physician, nurse practitioner, or physician assistant that you are free of communicable disease.

I have reviewed, understand, and agree to work under this job description specific to the work performed within Turning Point Healthcare Services, LLC.

I understand that Turning Point Healthcare Services, LLC is an Equal Opportunity Employer and shall provide equal employment opportunities with regard to race, color, religion, sex, national origin, physical disability, mental disability, age, sexual orientation, veteran status or marital status.

_____ | PCA

_____ Date