



Sisters of Charity of Nazareth
Job Description

Job Title: Personal Care Assistant

Exempt (Y/N): No
Department: Nazareth Health Services
Reports to: Nurse Manager
Date: 2018
Wage Range: N-2

Summary/Objective: Under the direction of the nurse manager, RN/LPN, the personal care assistant provides personal care to the SCN residents of the Nazareth Campus.

Essential Functions:

- Serve and assist SCN with daily living activities such as personal care, laundry, toileting etc. and completes documentation of such activities prior to the end of the shift.
- Report to the nurse any significant changes/findings in the SCN.
- Assist resident in dressing, bathing, and grooming tasks as needed.
- Follow established protocols for universal precautions.
- Assist with maintenance of hydration and nutritional needs.
- Provide assistance with ambulation or wheelchair assistance.
- Work with other staff to promote a friendly working environment.
- Maintain confidentiality of the SCN.
- Operate and maintain the whirlpool.
- Other duties may be assigned.

Qualification Requirements: To perform this job, the individual must be able to perform each essential duty satisfactorily. The requirements listed represent knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Competencies:

- Ethical Conduct
- Confidentiality
- Flexible & Dependable
- Honest & Compassionate
- Independent Worker
- Excellent Communication Skills

Supervisory Responsibility: This position has no supervisory responsibilities.

Education/Experience: High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience. Experience dealing with elderly and/or disabled residents preferred.

Licenses/Certificates: Certification in emergency first aid and CPR preferred.

Physical Demands: The physical demands described here represent those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to walk; use hands to finger, handle, or feel objects, tools, or controls; push, pull, bend; talk or hear. The employee frequently is required to stand, reach with hands and arms, and climb or balance. The employee is occasionally required to sit; stoop, kneel, crouch; taste or smell. The employee must frequently lift and/or move up to 25-50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision and depth perception.

Work Environment: This job operates in a non-skilled environment. The noise level is usually quiet.

Position Type/Expected Hours of Work: Hours and days will vary. Must be willing to work on all shifts if needed and may be requested to work beyond normal shift in case of emergency. Weekends and holidays are required.

Travel: Travel is not required.

- In addition to the above requirements, it is also your obligation as an employee to understand and uphold the mission, charism, values and language of the Sisters of Charity of Nazareth.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____