

PERSONAL CARE AIDE

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for performing a variety of housekeeping tasks for individual families as well as the personal care of patients in the normal activities of living in their homes. The work is designed to allow patients the opportunity of remaining at home rather than requiring institutionalization. Employees in this class will be required to have completed a basic training program for personal care aide and have experience in housekeeping or homemaking. They will work in close cooperation with, and under the guidance and direction of, a Community Health Nurse. The employee will do related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assists with bathing of patient in bed, tub, shower, or at bedside;
 Assists with care of teeth and mouth;
 Assists patient on and off bedpan, commode and toilet;
 Assists with grooming;
 Assists with feeding and/or fluids;
 Assists patient in moving from bed to chair, wheelchair and in walking;
 Assists patient with dressing;
 Arranges the schedule so that patient follows medical recommendations such as increased activity with guidance from the nurses;
 Makes and changes beds;
 Cares for patient's immediate environment;
 Weighs patient when advised;
 Other pertinent personal care functions as assigned and/or demonstrated by the Community Health Nurse;
 Performs housekeeping duties including but not limited to laundry, meal preparation and grocery shopping;
 May stock medical storage room or do simple office tasks (i.e.: shredding).

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Ability to understand and carry out non-technical oral and written directions; ability to get along well with others and gain the cooperation of the patient; physical strength and mental alertness; emotional and mental maturity; sympathetic attitude in caring for the sick; dependability; neat appearance; physical condition commensurate with the demands of the position.

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MINIMUM QUALIFICATIONS:

Successful completion of a 45 hour training program in Personal Care Aide Services or an equivalent examination approved by the Department of Health and written documentation showing completion of same (PCA Certificate).

SPECIAL REQUIREMENT FOR APPOINTMENT:

Possession of a valid New York State Operator's license and a reliable, independent mode of transportation at the time of appointment. Maintenance of such license and transportation is required throughout the tenure of employment in the position.

REVISED: AUGUST 7, 2000

CIVIL SERVICE CLASSIFICATION: NON-COMPETITIVE