



ISABELLA COUNTY, MICHIGAN

Position	Personal Care Aide	FLSA Status	Non-Exempt
Department	Commission on Aging	Pay Grade	6

GENERAL SUMMARY

Provides personal care services to older County residents to help keep them in their home environment. Assists older residents with activities of daily living. Receives and carries out specific directions for individualized personal health care provided by the Program Coordinator or social workers.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Assists with personal care, such as bathing, dressing, hair care, shaving, grooming and other personal hygiene tasks.
- Provides respite care for older adults, including socializing, positive encouragement, activity planning, reading to them, working puzzles, play cards and outings.
- Performs light housekeeping activities, including changing beds, dusting, vacuuming, cleaning bathrooms and kitchens, meal preparation, washing dishes and doing laundry.
- Assesses client's personal care needs and may recommend durable medical equipment. Reports irregularities to Program Coordinator or Case Manager (Social Worker).
- Assists older adult with ambulation, range of motion exercises and other activities.
- Empties portable toilets, disposes of adult diapers and takes out trash.
- Maintains daily client records of personal care services and records observations of client well-being.
- Instructs older adults on good hygiene and encourages proper taking of medications and following other components of care plan.
- Performs other duties as assigned.

MINIMUM ENTRANCE QUALIFICATIONS

Education and Experience

- High school diploma or equivalent.
- Some experience with older adults.

- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities.

Licenses or Certifications

- CPR/First Aid/AED.
- Valid Driver's License.
- Certified Nurse Aide.

OTHER JOB REQUIREMENTS

- None.

PREFERRED QUALIFICATIONS

- None.

COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Providing personal care.
- Appropriate activities for older adults.
- Modern office equipment, procedures and applicable software packages.
- Range of motion exercises and safe ambulation.
- Departmental policies and procedures.

Skill in:

- Establishing rapport and trust with clients.
- Operating cleaning equipment.
- Establishing and maintaining effective working relationships.
- Written and verbal communication.
- Assessing older adults needs and recommending assistive devices.
- Organization and time management.
- Following oral and written instruction.
- Writing reports and keeping records.

WORK ENVIRONMENT/CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Office or similar indoor environment		X	
Outdoor environment	X		
Street environment (near moving traffic)			X
Construction site	X		
Clinical health care environment		X	
In the community (homes, businesses, etc.)			X
Warehouse environment	X		
Shop environment	X		
Detention center or correctional facility	X		
Exposures	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Individuals who are unpleasant or unhappy		X	
Individuals with known violent backgrounds		X	
Communicable diseases		X	
Bodily fluids (blood, urine, etc.)			X
Infectious waste		X	
Extreme cold (<i>below 32 degrees</i>)	X		
Extreme heat (<i>above 100 degrees</i>)	X		
Moving mechanical parts	X		
Risk of electrical shock		X	
Vibration	X		
Fumes or airborne particles		X	
Toxic or caustic chemicals, substances waste		X	
Loud noises (<i>85+ decibels</i>)	X		

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position involves *medium physical demands*, such as exerting up to 50 lbs. of force occasionally, and/or up to 20 lbs. of force frequently, and/or up to 10 lbs. of force constantly to move objects.

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Dates revised:	