

PCSP

Position Summary: The Personal Care Assistant is responsible for hands on assistance to the client with daily living skills, social interaction, and environmental safety. This individual works closely with the Program Manager to ensure all clients receive the highest quality care under Gateways for Seniors.

Essential Job Functions:

- Perform basic personal care and home making tasks as outlined in the client's service plan and as noted in this job description. This job description does not list all duties of the Personal Care Service Provider. There may be other duties as needed and required for the health, needs and safety of the client
- Physically able to perform functions as defined in the client's service plan
- Alert Gateways Community Services designated contact of any changes in the client's condition or circumstances
- Create and maintain good communication with the client and designated Gateways for Seniors contact
- Develop effective working relationships with clients, client's family, and other service providers
- Develop positive relationship with the clients and family members in home
- Help and/or perform daily living skills with/and/or for client including but not limited to hands on assistance with client's hygiene, shower, or sponge bath (hygiene to include hair shampooing, combing, brushing); oral hygiene, shaving, filing nails; assistance with incontinence and changing soiled clothing
- Clean up, remove, and replace bed sheets
- Assist with putting on and/or taking off fastening, unfastening garments and undergarments
- Assistance with special devices such as back or leg braces corsets, and elastic stockings
- Assist with walking or moving from place to place inside the home, changing location in a room, moving client from bed, or moving from room to room to gain access for the purpose of engaging in other activities.
- Light cleaning of bedroom, bathroom, mobility, and medical devices.
- When a client lives alone, light cleaning of the kitchen and entry way areas
- Launder of client's personal items, towels, and bedding: wash, dry, fold and store clothes on shelves or drawers
- Errands approved by Gateways

- Home making tasks described in individual client care plan review. · Respond in a timely fashion to communication via telephone calls, emails or mail from Gateways for Seniors staff
- Notify Gateways for Seniors and the client of any absence from work 24 hours in advance. In case of illness or emergencies, notify Gateways for Seniors and the client or the client's representative as soon as possible
- Timely and accurate completion of timesheets; timesheets are due at Gateways with all signatures and information completed by 9am the Monday following period ending date
- Review and follow the health, safety, emergency and/or fire evacuation plans for each client
- Responsible for promoting health and safety as defined in all interaction with the client
- Respect each individual client's home, possessions, lifestyle and personal choices
- Compliance with all Gateways Community Services policies and procedures as is attendance at all assigned Program Specific Trainings.
- Complete all necessary trainings in accordance to He-P 809 Home Health Care Provider Rule

Qualifications, Education and Experience:

- High School Diploma or GED
- Must be 18 years of age or older
- The ability to quickly establish credibility and respect and build strong working relationship with others
- Requires ability to organize and prioritize needs of the client
- High level of self-initiative and enjoys working independently
- Requires utmost trust and confidentiality
- Possess reliable transportation, valid drivers' license, and applicable vehicle insurance for business travel (as needed).