

*Code: 4564*

*Title: PERSONAL CARE AIDE*

**SUMMARY:** Provides basic daily living assistance to difficult-to-serve, high needs clients in a home-based setting.

**DUTIES/RESPONSIBILITIES:** (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Provides basic hygiene assistance to clients (e.g., bathing, dressing, shaving, combing hair, brushing teeth and trimming nails);

Assists clients with ambulation;

Assists with tasks necessary for the comfort and safety of movement-restricted clients;

Assists clients with special appliances and/or prosthetic devices;

Reads information and instructions to facilitate patient care;

Reminds client of medication schedule;

Maintains communication with medical, transportation and other service providers;

Monitors client to prevent personal injury and/or property damage;

Develops and follows a structured schedule which meets the client's needs according to established care plans;

Prepares and serves meals and assists client with eating, when necessary;

Washes, dries and folds clothes and linen;

Answers general questions from the public concerning the Attendant Care Worker or Home Health Program(s) concerning program-specific policies, procedures and service availability;

Gathers information from clients for addition to or completion of client records and/or program-specific statistical records;

Provides extensive personal care assistance for tasks that do not require medical or nursing supervision;

Participates in case coordination with professional staff (Case Managers, RNs, LPNs, etc.);

Serves as client escort for medically related appointments;

May clean floors, bathrooms, kitchen and household appliances;

May run errands, including shopping for and storing household supplies, food and medicine;

May assist in the client and Attendant Care/Home Health worker matching process;

May assist in the preparation/set up of the Attendant Care Worker Training Course;

May assist in the scheduling of Attendant Care/Home Health workers.

**KNOWLEDGE & SKILLS:**

Knowledge of:

- Attendant Care or Home Health Program(s);
- basic personal hygiene;
- simple meal preparation to include safe food handling techniques;
- basic housekeeping.

Skill in:

- communicating effectively in English, both orally and in writing;

- providing personal care assistance to clients to include light housekeeping and laundry services;
- preparing and serving meals.

MINIMUM QUALIFICATIONS: EITHER:

(1) Successful completion of a Certified Nursing Assistant (CNA) course, OR a state certified training course for Assisted Living Caregivers or the Attendant Care Worker Training Course;

OR:

(2) Any employment experience in the provision of personal care services to clients (not to include family members) in a home based setting.

OR:

(3) Any employment experience providing direct patient care in a hospital setting.

OTHER REQUIREMENTS:

Licenses and Certificates: Successful completion of a Certified Nursing Assistant (CNA) course, a state certified training course for Assisted Living Caregivers or the Attendant Care Worker Training Course is a condition of employment and must be completed prior to end of initial/promotional probation. CPR certification (approved adult and child CPR) from an accredited certifying body is required at the time of appointment. Maintaining current CPR certification is required as a condition of employment. Failure to maintain such certification may be grounds for termination. Some positions may require possession of a valid Class D Arizona Driver's license at the time of appointment or prior to end of initial/promotion probation.

Special Notice Items: Department of Labor regulation CFR Part 1910.1030 requires notification that positions within this classification may have a high risk of exposure to blood-borne pathogens. In accordance with OSHA and Pima County guidelines, Tuberculin (TB) screening, Hepatitis B vaccinations and safety training and equipment will be provided. Some positions within this classification will require satisfactory completion of a health screening, a personal background investigation by law enforcement agencies and/or pre-/post-appointment drug testing as a condition of employment. Some positions within this classification may require fluency in English and a second language as determined by the using department.

Physical/Sensory Requirements: All positions within this classification are required to move and manipulate patients and/or equipment of various weights and sizes, or stand for extended periods of time. Specific physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.



