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- Corporation:
- Valley VNA Health Systems, Inc.
 - VNA Assisted Living, Inc.
 - VNA Apartments, Inc.

Job Title: Personal Care Worker - In-Home Care

Job Summary: A Personal Care Worker (PCW) is an health care worker who is prepared to provide personal care in the home. Personal care is provided in accordance with a plan of care, and under the supervision of an RN to clients whose condition is stable. Such personal care may not be directly related to conditions requiring ongoing health assessment and/or monitoring.

- Functions/Key Performance Indicators:
1. Assist client with care of mouth, skin, hair and bathing.
 2. Assist with transfers and ambulation.
 3. Assist with maintenance ROM exercises.
 4. Assist with dressing.
 5. Prepare meals and assists with eating.
 6. Perform housekeeping services essential to health care at home such as personal laundry, shopping, and light cleaning.
 7. Assist client with elimination needs.
 8. Assist client with self-administration of medications
 9. Assist with use of adaptive aids.
 10. Perform other tasks as assigned within scope of PCW duties.
 11. Complete required in service training and any additional training that is assigned.
 12. Following Valley VNA policies and procedures
 13. Report as follows:
 - A. Documents care on Client Documentation form with every visit and submit as directed.
 - B. Report changes in client’s conditions via phone by calling the office during business hours or the on-call cell after business hours.
 - C. Completes a time sheet and submits weekly.
 - D. Calls In-Home Care Scheduler daily to obtain changes in the schedule.
 - E. Informs Scheduler of availability per policy.
 - F. Must maintain client confidentiality.

- Qualifications:
1. Prefer mature individual with homemaking experience
 2. Must be at least 18 years of age
 3. Trained in personal care duties related to position functions.
 4. Successful completion of 40 hours training program or experience in personal care duties to the elderly, disabled, or persons with dementia.
 5. Ability to provide care independently in home setting with minimal supervision
 6. Provides own reliable transportation, have liability auto insurance, and valid driver's license, and good motor vehicle record.
 7. Must be able to communicate clearly with clients/residents and co-workers.

Physical and
Mental
Demands:

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of their jobs. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this position, the employee is frequently required to sit, stand, stoop, kneel, crouch, reach, bend, communicate, and manipulate objects, tools, or controls. This position requires mobility and have the ability to lift, push and/or pull up to 40 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing job duties, the employee is regularly required to use written and oral communication skills; read and interpret data; analyze and solve problems; learn and apply new information; perform highly detailed work on multiple, and interact with team members, Clients, family members and others encountered in the course of work.

The above declarations are not intended to be an "all-inclusive" list of duties and responsibilities of the job described or the skills and abilities required to perform the job. Rather, they are intended only to describe the general requirements of the job

Work
Environment:

1. General pleasant work environment.
2. Exposure to extreme heat or cold.
3. Quiet to moderate noise levels.
4. Occasional exposure to offensive non toxic odors/fumes.
5. Occasional exposure to toxic/caustic chemicals; gloves required. All PPE is provided.

Responsible To: Director of In-Home Care

Benefit Status:

- 100% Benefits - Fulltime
- Non-Benefits - Part-time

Pay Status:

- Salaried Exempt
- Salaried Non-exempt
- Hourly Non-exempt

I have read the above job description. I am able to do all the essential tasks with or without accommodation and have all the qualifications stated.

Employee Signature _____ Date _____

Print Name _____ Date _____

Supervisor's Signature _____ Date _____