

Your Job Description for Personal Care Aides

Company Information

Organization Name: Louisville Care Center

About Our Organization: Skilled Nursing Facility and Assisted Living Facility

Website: www.louisvillecarecenter.com

FLSA Status: Non-exempt

Prepared Date: 01-11-2024

Effective Date: 01-11-2024

Hiring Manager Job Title: Assisted Living Administrator

Job Function: The primary purpose of your job position is to provide each of your assigned residents with routine daily nursing care and services in accordance with the resident's assessment and plan of care, and as may be directed by your supervisors.

Job Level: Individual Contributor

Employment Status: Part-time Regular

Primary Location: Louisville, NE

Job Summary

Provide personalized assistance to individuals with disabilities or illness who require help with personal care and activities of daily living support (e.g., feeding, bathing, dressing, grooming, toileting, and ambulation). May also provide help with tasks such as preparing meals, doing light housekeeping, and doing laundry. Work is performed in various settings depending on the needs of the care recipient and may include locations such as their home, place of work, out in the community, or at a daytime nonresidential facility.

Education and Experience

High School Diploma - or the equivalent (for example, GED)

Less than a High School Diploma

Some College Courses

Knowledge

Customer and Personal Service - Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

English Language - Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Skills

Basic Skills

- **Active Learning-** Understanding the implications of new information for both current and future problem-solving and decision-making.
- **Active Listening-** Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- **Critical Thinking-** Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- **Learning Strategies-** Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
- **Mathematics-** Using mathematics to solve problems.
- **Monitoring-** Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- **Reading Comprehension-** Understanding written sentences and paragraphs in work-related

documents.

- **Science-** Using scientific rules and methods to solve problems.
- **Speaking-** Talking to others to convey information effectively.
- **Writing-** Communicating effectively in writing as appropriate for the needs of the audience.

Social Skills

- **Coordination-** Adjusting actions in relation to others' actions.
- **Instructing-** Teaching others how to do something.
- **Negotiation-** Bringing others together and trying to reconcile differences.
- **Persuasion-** Persuading others to change their minds or behavior.
- **Service Orientation-** Actively looking for ways to help people.
- **Social Perceptiveness-** Being aware of others' reactions and understanding why they react as they do.

Complex Problem Solving Skills

- **Complex Problem Solving-** Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

Technical Skills

- **Equipment Maintenance-** Determining when and what kind of maintenance is needed and report to Maintenance.
- **Equipment Selection-** Determining the kind of tools and equipment needed to do a job.
- **Operation and Control-** Controlling operations of equipment or systems.
- **Operations Monitoring-** Watching gauges, dials, or other indicators to make sure a machine is working properly.
- **Quality Control Analysis-** Conducting tests and inspections of products, services, or processes to evaluate quality or performance.
- **Troubleshooting-** Determining causes of operating errors and deciding what to do about it.

Systems Skills

- **Systems Analysis-** Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.
- **Systems Evaluation-** Identifying measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.

Resource Management Skills

- **Management of Material Resources-** Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.
- **Time Management-** Managing one's own time and the time of others.

Work Context

Communication - Types and frequency of interactions with other people that are required as part of this job.

Role Relationships - Importance of different types of interactions with others both inside and outside the organization

Responsibility for Others - Amount of responsibility the worker has for other workers as a part of this job

Conflictual Contact - Amount of conflict that the worker will encounter as part of this job

Work Setting - Description of physical surroundings that the worker will face as part of this job

Environmental Conditions - Description of extreme environmental conditions the worker will be placed in as part of this job

Job Hazards - Descriptions of types of hazardous conditions the worker could be exposed to as part of this job. This includes the frequency of exposure, and the likelihood and degree of injury if exposed.

Body Positioning - Amount of time the worker will spend in a variety of physical positions on this job

Work Attire - Dress requirements of this job

Impact of Decisions - The frequency and nature of the impact of worker's decisions on the organization

Routine versus Challenging Work - The relative amounts of routine versus challenging work the worker will perform as part of this job

Competition - Amount of competition that the worker will face as part of this job

Pace and Scheduling - Description of the role that time plays in the way the worker performs the tasks required by this job

Primary Job Duties

- Administer bedside or personal care, such as ambulation or personal hygiene assistance.
- Prepare and maintain records of resident progress and services performed, reporting changes in resident condition to manager or supervisor.
- Perform housekeeping duties, such as cooking, cleaning, washing clothes or dishes, or running errands.
- Assist with bath functions as directed with proper equipment such as lifts.
- Assist residents with daily dental and mouth care (i.e., brushing teeth/dentures, oral hygiene, special mouth care, etc.).
- Care for individuals or families during periods of incapacitation, family disruption, or convalescence, providing companionship, personal care, or help in adjusting to new lifestyles.
- Answers pagers promptly and take care of residents needs as quickly as possible.
- Instruct or advise clients on issues, such as household cleanliness, utilities, hygiene, nutrition, or self care.
- Perform all assigned tasks in accordance with our established policies and procedures, as instructed by your supervisors
- Follow work assignments and schedules in completing and performing your assigned tasks.
- Cooperate with inter-department personnel to ensure services can be adequately maintained to meet the needs of the residents.
- Create an atmosphere of warmth, personal interest and positive emphasis, as well as a calm environment throughout the unit and shift.
- Neat and clean in appearance according to the dress code.
- Report all complaints and grievances by the resident to your supervisor.
- Notify the facility when you will be late or absent from work according to the policy.
- Report any hazards such as exposures to blood, body fluids, infectious material, and chemicals to your supervisor.
- Report incidents of fraud to the Administrator.
- Change bed linens. Keep linens tight to avoid wrinkles from forming under the resident.
- Make beds.
- Assist residents in preparing for activity and social programs (i.e., church services, parties, visitors, etc.).
- Assist residents with dressing/undressing as necessary.
- Assist residents with hair care functions (i.e., combing, brushing, shampooing, etc.).
- Assist residents with nail care (i.e., clipping, trimming, and cleaning the finger/toenails). (**Note:**

Does not include diabetic residents.)

- Assist male residents to shave.
- Keep hair on female residents clean shaven (i.e., facial hair, under arms, on legs, etc.) as instructed.
- Keep residents dry (i.e., change gown, clothing, linen, etc., when it becomes wet or soiled).
- Answer resident calls as promptly as feasible.
- Weigh and measure residents as instructed.
- Measure and record temperatures, pulse, and respirations (TPRs), as instructed.
- Assist with lifting, turning, moving, positioning, and transporting residents into and out of beds, chairs, bathtubs, wheelchairs, lifts, etc.
- Be able to utilize a Hoyer lift or EZ Stand when necessary to transfer residents.
- Assist residents to walk with or without self-help devices as instructed.
- Perform restorative and rehabilitative procedures as instructed.
- Check each resident routinely to ensure that his/her personal care needs are being met in accordance with his/her wishes and care plan.
- Ensure that residents who are unable to call for help are checked frequently.
- Assist with the care of the dying resident.
- Provide post-mortem care as instructed.
- Maintain intake and output records as instructed.
- Keep incontinent residents clean and dry.
- Check and report bowel movements and character of stools as instructed.
- Collect specimens as instructed (i.e., urine, sputum, stools, etc.).
- Assist residents in preparing for activity and social programs (i.e., church services, parties, visitors, etc.).
- Assist residents in preparing for medical tests (i.e., lab work, x-ray, therapy, dental, etc.)As directed by supervisor.

Activities

Speaking - Talking to others to convey information effectively.

Social Perceptiveness - Being aware of others' reactions and understanding why they react as they do.

Service Orientation - Actively looking for ways to help people.

Monitoring - Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

Active Listening - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Tools and Technology

Tools

Paging controllers

- Paging systems

Personal computers

- Personal computers

Tablet computers

- Tablet computers

Technology

Calendar and scheduling software

- Outlook

Computer based training software

- Healthcare Academy
- Paylocity

Medical software

- American Health Tech

Spreadsheet software

- Excel

Video conferencing software

- FaceTime
- Zoom

Word processing software

- Word processing software

Note

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

Reviewed with employee by

Signature: _____ **Name (print):** _____

Title: _____ **Date:** _____

Received and accepted by

Signature: _____ **Name (print):** _____

Title: _____ **Date:** _____

The company is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.