

**AVEYRON HOMES, INC.**  
**PERSONAL CARE ATTENDANT JOB DESCRIPTION**

**PURPOSE/INTENT:**

A sincere desire and motivation to provide quality therapeutic services to men, women, and children with developmental disabilities. The ability to work cooperatively and professionally with a team, striving to improve the quality of life for the people served at Aveyron.

Employee must consistently teach, educate, train, guide, learn, plan, work, and coordinate: living skills, social skills, community skills, and work skills to enhance the well being of persons with developmental disabilities as they make progress toward responsibility and independence. The only reason this job/position exists is to effectively help meet the needs of the individuals being served.

**FUNCTIONS REQUIRED/QUALIFICATION STANDARDS**

- 18 years of age or older for adults and minors.
- Background checks with previous employers, references, law enforcement agencies will occur.
- Email – Every staff must provide an email address for company communication. This address will be published in the Aveyron Mandated Reporters listing, which is posted at all Aveyron sites and in the Policy Manuals.
- Must not be excluded from participation in Medicare, Medicaid or other Federal Health Care Programs.
- Must be dependable, drug and alcohol free and able to follow directions.
- Literacy is necessary (reading/writing skills).
- Must possess and maintain emotional/mental health in order to provide a stable/secure environment for clients
- CPR certified in 60 days, as needed per licensing.
- First Aid certified in 60 days, as needed per licensing.
- Able to bend, stoop, and twist in order to complete household cleaning and other necessary tasks.
- Able to stand, walk, and negotiate stairs over an eight-hour period.
- Capable of safely lifting a minimum of 30 pounds without difficulty.
- Capable of moving, lifting, and operating various household tools, utensils, and equipment.
- PCPO must maintain documentation that each PCA meets one of the following training requirements):
  - Nursing assistant training program or its equivalent for which competency as a nursing assistant is determined according to a test administered by the State Board of Vocational Education;
  - Homemaker – home health aide pre-service training program using a curriculum recommended by MDH;
  - Accredited educational program for licensed RNs or LPNs; or
  - Training Program that provided the individual with the skills required in order to perform the covered personal care services; or
  - If 16 to 18 years old, participated in a related school-based job-training program or completed a certified home health aide competency evaluation, (Documentation of the related school-based job training program or completion of the competency evaluation for home health aid must be maintained by the PCPO).
- Not be the responsible party; related by blood, marriage, step parent, or adoption.
- Cannot own or otherwise control the living arrangement and receive MHCP payment to provide PCA Services.
- Not be a recipient of personal care service.
- Must have a Social Security number or a permit to work in this country.
- May not be under the influence of illegal drugs or alcohol while on paid company time.

I have read the Personal Care Attendant Job Description, am aware of, meet and understand the responsibilities.

\_\_\_\_\_  
NAME

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PROGRAM DIRECTOR

\_\_\_\_\_  
DATE

## **JOB DESCRIPTION PERSONAL CARE ATTENDANT**

**ACCOUNTABILITY:** The Personal Care Attendant is directly responsible to the Program Coordinator, then to the Program Director and ultimately to the Executive Director.

**HOURS WORKED:** May be full or part time, depending on position offered. Employee will also be considered “on-call” and contacted to fill in shifts in addition to those regularly scheduled.

**APPLICANT NOTICE:** This information has been adapted from guidelines established by the U.S. Department of Labor, and can be used to increase the safety and productivity of the workplace by helping more accurately match employee ability with the demands of the job.

Employee and Employer must follow all the laws, rules, policies, and procedures in regard to the Departments of Human Services/Health, OSHA, EEOC, and all other Federal, State, and local governments.

### **PROGRAM:**

**RESPONSIBILITY:** To follow and understand company policies and procedures. Performance will be up to standard when:

- A. The policy manual is used as a resource and referred to when questions arise.
- B. Emergency procedures are in client’s program book to access/review frequently.
- C. The Vulnerable Adult Policy and /or Maltreatment of Minors Act are reviewed at least annually.
- D. The Consumer’s Bill of Rights is reviewed at least annually.
- E. Blood Borne Pathogen training and Rule 40 training are reviewed at least annually.

**RESPONSIBILITY:** To respect and assure individual client rights are met. Performance will be up to standard when:

- A. Individual client rights are observed.
- B. Consumer Rights are reviewed with individuals.
- C. All consumer right issues are reported to supervisor.

**RESPONSIBILITY:** To assist consumer in creating and maintaining a home. Performance will be up to standard when:

- A. The living areas are picked up before the end of each shift.
- B. The individuals living in the home are treated with respect and equality.
- C. Personal Care Attendant supervises/assists/monitors individual’s laundry as needed.

**RESPONSIBILITY:** A positive, healthy atmosphere will be encouraged. Performance will be up to standard when:

- A. Individuals living in the home are involved with positive programming.
- B. Interactions with individuals are positive.
- C. All adaptive behaviors are reinforced.
- D. Individuals are treated with dignity and respect.
- E. Covered PCA services are provided, according to consumers care plan.
- F. Consumer needs are responded to.
- G. Changes in consumer’s condition are reported to RN or PD.

**RESPONSIBILITY:** To provide active treatment to individual PCA client. Performance will be up to standard when:

- A. Positive interactions occur with PCA individual.
- B. Individuals are counseled with everyday problems as necessary.
- C. Individuals are supported and encouraged to be independent as possible.
- D. Individuals are continuously encouraged to participate in meal preparation and clean-up, household tasks, money management, community integration, and planning activities.
- E. Individuals are given opportunities to make choices in their day-to-day life.
- F. Individual's program objectives are implemented and proper documentation occurs as per program.

**RESPONSIBILITY:** To implement and chart accordingly on all individual programs, daily flow sheets and client charts. Performance will be up to standard when:

- A. Programs are implemented and documented accurately.
- B. Progress notes are completed for all individuals on each shift.
- C. All observations/interventions of maladaptive behaviors are charted on behavior monitoring forms.
- D. All data collection sheets are in each individual's program book each month, replacing with new data sheets at the end of each month, as requested by PD.
- E. Assessments are completed and turned in to Program Coordinator, PD in order to be mailed to IDT member prior to team meetings.

**RESPONSIBILITY:** To know, understand, and implement all programs, including behavior or management, as written. Performance will be up to standard when:

- A. Accurate and concise documentation is recorded.
- B. Implementation of de-escalation techniques is employed.
- C. Personal Care Attendant is able to identify signs of agitation and use the least restrictive intervention possible.

**RESPONSIBILITY:** To be aware of any behavioral/physical changes of individuals provided PCA care from Aveyron Homes, notify RN or Program Director as appropriate. Performance will be up to standard when

- A. Progress notes from previous shifts are read.
- B. Personal Care attendant consults permanent medical and program files as necessary.
- C. PCA documents in appropriate area any physical and /or behavioral changes in any individual and contact RN or Program Director – alerting them to the change.
- D. Personal Care Attendant is familiar with all behavior management programs and procedures/methodologies/interventions.

**RESPONSIBILITY:** To assist individuals in maintaining contact with family and friends. Performance will be up to standard when:

- A. Contacts are encouraged with family and friends in the community.
- B. Individuals are assisted as needed in writing letters.
- C. Individuals are assisted in making phone calls.
- D. Interactions with family members and friends are positive and supportive.
- E. Contacts are documented on each individual's progress notes.
- F. Program Director or RN are relayed any concerns raised by family members.

**RESPONSIBILITY:** To assist and/or initiate the planning, coordination, and follow through to involve individuals in both in-house and community activities. Performance will be up to standard when:

- A. A wide variety of activities are offered to individuals.
- B. Individuals are encouraged to plan activities with peers outside of Aveyron.
- C. Individuals are given opportunity to assist in the planning and coordination of activities.
- D. Individuals are given choices of activities from which to choose.
- E. Activities planned include one-on-one activities and small group activities.
- F. All activities are monitored and supervised closely.
- G. Personal Care Attendants participate actively in the activity.
- H. Suggestions for large activities are made to Program Director.

**REPONSIBILITY:** When requested and approved, accurately spend and account for individual's purchases. Performance will be up to standard when:

- A. Individuals are assisted in making purchases and managing their cash on hand.
- B. If needed, check amounts are recorded in checkbook ledger for individual.
- C. Receipts are obtained and retained for guardian.
- D. Individuals are monitored on their personal spending limits and counseled as needed.

## **PHYSICAL PLANT:**

**RESPONSIBILITY:** Maintain system related to facility upkeep and general upkeep. Performance will be up to standard when:

- A. Minor housekeeping tasks are completed as needed.
- B. Any items in need of repair are reported to guardian. Safety issues are reported to PD.
- C. Personal Care Attendant notes written communication to guardian any needed supplies.
- D. Individual's daily jobs are carried out by teaching, assisting, supervising, and praising any and all efforts made.
- E. Individuals are assisted with room cleaning, attempting to make it a learning experience, assuring thoroughness.
- F. Personal Care Attendant completes housekeeping tasks as assigned by PCA guardian/plan of care.

**RESPONSIBILTY:** To assist in promoting and maintaining a safe environment at the home. Performance will be up to standard when:

- A. The Program Director, RN, and/or responsible party of PCA client are notified immediately regarding any safety issue with the individuals living in the home.
- B. In the event of an actual emergency, emergency procedures are followed at the facility.
- C. All accidents/incidents are documented on minor and significant incident report forms.
- D. Significant incident report completed as needed. PD/RN alerted within 24 hours.
- E. Personal Care Attendant monitors all individuals' well being and immediately reports any suspicion of abuse or neglect using the prescribed procedures.
- F. Plan of Cares are followed.
- G. Personal Care Attendant responds to clients who awaken during the night and insures that their needs are met.

**RESPONSIBILITY:** Complete purchases of items for the home. Performance will be up to standard when:

- A. All purchases have been approved.
- B. Personal Care Attendant saves all receipts or proof of purchases for absolutely all purchases made and gives receipt to PCA guardian.

## **PERSONNEL:**

**RESPONSIBILITY:** To attend all required inservices. Performance will be up to standard when:

- A. Initial orientation is completed.
- B. All required annual inservices are attended/reviewed as needed.
- C. Personal Care Attendant completes CPR recertification as required.
- D. Personal Care Attendant completes additional training as recommended by Program Director and/or RN.

**RESPONSIBILITY:** To support and promote positive teamwork with fellow staff employed with Aveyron Homes, and to maintain professional relationships with other providers. Performance will be up to standard when:

- A. Staff work together cooperatively
- B. Staff assists one another.
- C. Open communication is maintained at all times.
- D. Feedback is given on issues.
- E. Constructive criticism is both accepted and given
- F. Positive, supportive attitudes are maintained toward fellow staff.
- G. Staff acts as positive role model for others.
- H. Day program, when utilized, maintains communication with all necessary information shared.

## **HEALTH CARE AND NUTRITION:**

**RESPONSIBILITY:** Individuals are provided with daily necessary health care. Performance will be up to standard when:

- A. There is a clear understanding of all individual's medical needs and conditions.
- B. Inservices on related individual medical conditions are attended.
- C. All treatments are implemented.
- D. RN/PD are contacted regarding any individual's health care needs as necessary.
- E. Clients are provided with assistance/supervision to complete necessary hygiene tasks including bathing, oral hygiene, and all other tasks indicated on Plan of Care.

**RESPONSIBILITY:** Assist Responsible Party at individual's medical appointments, with proper documentation and follow-up. Performance will be up to standard when:

- A. Personal Care Attendant documents appointment in individual's progress notes following appointment.
- C. Program Director/RN is notified immediately of medication changes or medical needs/concerns.
- D. The proper medical procedures are followed to implement a Doctor's order.

**RESPONSIBILITY:** Assure that all individuals' nutritional needs are met: Performance will be up to standard when:

- A. Meals are prepared and individuals are assisted in the preparation of all meals to provide a balanced diet while acknowledging likes and dislikes of individuals if specified on Plan of Care.
- B. Special diets are implemented as prescribed per physician's order.
- C. Leftovers are disposed/stored properly.

## **OUTSIDE CONTACTS:**

**RESPONSIBILITY:** To support a positive cooperative working relationship with the day program, when utilized. Performance will be up to standard when:

- A. Aveyron Homes is represented in a professional manner when interacting with day program staff.
- B. Requests are responded to. PCA guardian informed of needs.
- C. Appropriate information is provided to insure that individuals receive quality of services coordinated by both programs.

## **OTHER DUTIES:**

**RESPONSIBILITY:** To maintain a healthy body. Performance will be up to standard when:

- A. Individual is able to work scheduled hours on a regular basis.
- B. Individual is able to escort or restrain individuals to protect their health and safety without placing themselves at risk of injury.
- C. Individual will maintain emotional/mental health to provide stable role model, emotional environment and security for individuals living in the home.

Performs other duties as requested by Program Director, and/or RN.