

JOB DESCRIPTION – Primary Care Attendant with MedTech Certification

The primary obligation of all WestHaven Ministry employees is to provide excellent personalized care to all of our residents in the context of a Christ centered residential community. All residents will be treated with respect and dignity. Residents' rights will be protected and upheld at all times. Communication with residents, families, and health care professionals will build and maintain the reputation of WestHaven as a competent long term care facility whose care standards meet or exceed those of the residential elder care industry and whose business ethics uphold the highest standards of an authentic Christian faith.

JOB TITLE: Primary Care Attendant (PCA) with MedTech Certification

REPORTS TO: Director of Resident Services (DRS) or Director of Health Services (DHS)

STATUS: Shift work, paid hourly wage.

POSITION SUMMARY:

PCA's are frontline care providers responsible for the monitoring and delivery of personal care services provided to all residents complying with the physician's orders, state licensing, and needs of the resident as identified in the resident's needs/appraisal service plan.

THREE ESSENTIAL FUNCTIONS of the PCA:

Essential Function #1 – Provide Direct Care to Residents

In accordance with our mission the PCA is charged with delivering the primary services of WestHaven to our residents – care and support of a residents activities of daily living due to physical and/or cognitive deficits.

- ❑ Provides bathing, grooming, hygiene, mobility, and other support to resident with their activities of daily living (ADLs) to insure each function at their highest level physically, cognitively, and socially.
- ❑ Reads, understands, and implements the recommendations of the residents plan of care.
- ❑ Assists residents with continence care and support to include perineum care, toileting assistance, needed bathing, and laundry services to protect the dignity of residents who are incontinent.
- ❑ Communicates in a manner consistent with our professional and Christian standards of conduct towards residents, family members, and residents' guests.
- ❑ Protects the privacy rights of each resident by handling their personal care with discretion and professionalism.
- ❑ Make rounds, checking on all residents assigned to PCA, at least once every 4 hours and record observations/needs as directed.
- ❑ Handles dementia residents with patience – providing assurance of their safety, redirecting to reduce anxiety, and reorientation to address confusion.
- ❑ Addresses all potential safety hazards immediately – including wet floors, trip hazards, etc.

Essential Function #2 – Care Documentation

PCA's provide accurate documentation of identified resident needs and the care services given directly to them to address these needs. These records become the critical link between direct care and the administrative operation of a care facility. Accuracy, thoroughness, and discretion are all required.

- ❑ Document care services provided on the activities of daily living checklists and/or other forms provided by the DRS using approved level of care definitions.
- ❑ Prepare, as needed, a draft Unusual Incident Report to document any resident accident, erratic behaviors, or change in behaviors. Contact family during shift. Complete report within 36 hours of incident and turn in to administration for final drafting.
- ❑ Meet with Medications Technicians and Lead Care Staff as needed and assist with follow up on Medical Administration Records, centrally stored medications, and any ordered treatments.
- ❑ Communicates using written forms and voice mail with other PCA's to insure follow-ups are carried forward for any unmet needs.

Function #3 – Environmental Services Support

PCAs provide care to residents in part by supporting other departments such as housekeeping, laundry, activities, and food services.

- ❑ Provides personal laundry services as needed to residents and the facility.
- ❑ Safely prepares, stores, and serves out meals as needed.
- ❑ Lead and/or participates in resident activity programs.
- ❑ Cleans common areas as assigned to include floors, walls, bathrooms, ceilings, window, furnishings, etc.
- ❑ Supports Environmental Services with sweeping exterior walks, watering plants, weeding, etc.

MEDICATIONS TECHNICIAN COMPETENCY CERTIFICATION:

PCAs involved in passing or pouring resident medications must first complete our 16 hour Medication Training (MedTech) Program as approved by Community Care Licensing. When completed the following will also be considered part of the PCA's responsibilities.

- ❑ Meet all training requirements – initial and ongoing –for MedTech Certification.
- ❑ Administer medications directly to residents in manner proscribed.
- ❑ Document deliveries of medications on centrally stored medications logs.
- ❑ Document medications administered to residents on the resident's MAR's.
- ❑ Follow procedures for destruction of discontinued medications.
- ❑ Follow up on inaccurate, missing, or incomplete physicians orders.
- ❑ Identifies and corrects errors in documentation as discovered – reporting same to DRS.
- ❑ Performs other duties as assigned by DRS.

QUALIFICATIONS:

- Must profess a personal faith in Christ as Savior and have demonstrable evidence of the power of the Spirit of God over all matters of faith and personal conduct. Able to provide spiritual comfort, prayer, and counsel to residents in a manner that upholds the WestHaven Statement of Faith and Mission Statement.
- Regular attendee or member of a conservative, bible-believing Christian church whose statement of faith is in agreement with that of the WestHaven ministry.
- Submission of an approved Pastoral Reference, maintained and updated annually, which indicates regular attendance and good standing in a local church.
- Health screening or physical examination within six (6) months prior to employment, under or by a physician, which shows good general health; free from communicable disease; free of limitations which would adversely affect the resident population to be served; and be physically, mentally, and occupationally capable of performing assigned tasks. Also must have a negative TB test.
- Clear criminal record and fingerprint clearance.
- Drug free. Willing to submit to any drug screening as requested or required.
- Possession of valid Basic First Aid certificate.
- Maintenance of MedTech Certification, as required, including acceptable performance audits by DRS.
- Must have current CA driver's license and a clear DMV record.
- Knowledge of and ability to conform to applicable laws, rules, and regulations under Title 22 for RCFE.
- Ability to handle confidential information professionally and with discretion.
- Ability to accept direction and work as a team player.
- Ability to conduct himself/herself in a pleasant, cooperative, and courteous manner.
- Read, writes, and speak English.
- Must be 18 years of age or older.

EXPERIENCE/EDUCATION/LICENSES/SKILLS

- High School Diploma or Equivalent Required.
- Must possess and demonstrate good written and verbal communication skills.