

JOB DESCRIPTION – Personal Care Attendant - PCA (rev. 10/08/2018)

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: Personal Care Attendant

REPORTS TO: Director of Operations

STATUS: Non-exempt position paid an hourly wage.

POSITION SUMMARY:

PCA's are the primary staff assigned to provide personal care and attending to residents with memory impairments and/or physical limitations using companion care techniques approved by the WestHaven leadership team.

THREE ESSENTIAL FUNCTIONS of the PCA:

Essential Function #1 – Personal Care and Attending

Under the direction of the PCL MedTech on duty, PCA's provide direct personal care and attending to residents who require moderate to maximum assistance with activities of daily living and mobility.

- Provides bathing assistance according to the posted resident shower schedule.
- Provides assistance with daily dressing and grooming to assigned residents.
- Prepares residents scheduled to leave the premises for scheduled appointments and or on site visits from family and service providers as directed by the PCL MedTech or Director of Resident Services.
- Provides assistance with scheduled resident toileting, perineum care, hygiene, skin care, and support for episodic incontinence as the need arises.
- Provides assistance with resident mobility and transfers according to approved assistance protocols.
- Provides close monitoring of assigned residents with at risk behaviors (i.e. fall risk, aggression, etc.)

Essential Function #2 – Housekeeping

The ESW provides direct housekeeping services to insure that the facility is clean, well maintained, and operates efficiently.

- Completes cleaning lists as published in both resident rooms and common areas as assigned by the FMC.
- Operates floor cleaning and extraction equipment to insure sanitary conditions of all floors.
- Stocks housekeeping cart as needed with approved supplies.
- Uses SafeT-Team protocols and other "best safe practices" when filling or using cleaners, detergents, and other chemicals to include use of goggles and gloves.
- Completes room "changeovers" before and after resident moves to include minor repairs and painting.
- Follows published routines for touch up painting in common and resident rooms and spaces.

Function #3 – Maintenance, Grounds Keeping, and Safety

PCA's, under the direction of the FMC, maintain the grounds and facility equipment to reduce breakdowns, extend equipment life, and insure grounds are attractive and well kept at all times.

- Follow logs and implement routines to maintain food service, housekeeping, and office equipment.
- Prunes, fertilizes, rakes, and weeds lawn and bedding areas as directed by the DES.
- Completes all maintenance in-house that is practical. (i.e. routine filter changes, dryer duct cleaning, thermostat changeovers, etc.)
- Completes and follows in house safety program and insures compliance with all safety laws (i.e. OSHA, Title 22, Fire Authority, etc..)
- Understands and promotes the community's fire and accident prevention, sanitation procedures, and use of fire safety equipment.
- ESW assist with evacuation or other support in an emergency.

ADDITIONAL RESPONSIBILITIES:

- Provides bathing, grooming, hygiene, mobility, and other support services to residents when called upon by the Primary Care Attendant (PCS).
- Assists residents with toileting and continence care to include perineum care, proper use of undergarments, and emergency laundry services as needed.
- Performs other duties as assigned.

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 conduct.
- 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 disabilities which would adversely affect the resident population to be served; and be physically, mentally, and occupationally capable of performing assigned tasks. (Health screening form will be provided.) Also must have a negative TB test. All must be on file within 7 days of start of work.
- Clear criminal record and fingerprint clearance prior to initial presence in facility.
- Drug free. Willing to submit to any drug screening as requested or required.
- Possession of valid Basic First Aid certificate.
- Must be 18 years of age.
- 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.
- Ability to accept direction and work as a team player.
- Ability to conduct himself/herself in a pleasant, cooperative, and courteous manner.
- Ability to read, write, and speak English.
- Must meet the physical requirements of WestHaven Assisted Living as outlined in the Ministry Staff Essential Functions & Physical Requirements.

EXPERIENCE/EDUCATION/LICENSES/SKILLS

- High School Diploma or equivalency preferred.