

Mora Valley Community Health Services, Inc.
JOB DESCRIPTION

TITLE	Personal Care Attendant	FLSA Status: Non-Exempt Position Type: Regular Full-Time & Part-Time
DEPARTMENT	Caridad de San Antonio	
REPORTS TO	PCMH Coordinator	
SUPERVISES	None	
JOB PURPOSE	Provide personal care services to qualified adults who are Medicaid eligible and meet the nursing facility level of care criteria; services are provided pursuant to a Personal Care Service Plan (PCSP); Personal Care services include a range of services to consumers who are unable to perform some or all activities of daily living (ADL's) or instrumental activities of daily living (ADL's) because of a disability or functional limitation(s)	

ESSENTIAL JOB RESULTS	
1.	ASSIST CLIENT WITH PERSONAL GROOMING, SHOPPING, TRANSPORTATION, COMMUNICATING, LIGHT HOUSEKEEPING; MAY INCLUDE INDIVIDUALIZED ASSISTANCE AND HOUSEHOLD SUPPORT SERVICES SUCH AS MEAL PREPARATION
2.	MAINTAIN RECORDS BY OBSERVING AND REPORTING CHANGES IN THE PROGRESS OF ASSIGNED CLIENT(S) AND COMPLETE ACCURATE DOCUMENTATION IN A TIMELY MANNER
3.	HELP ENSURE COMPLIANCE WITH FEDERAL, STATE, AND LOCAL LEGAL REQUIREMENTS BY ADHERING TO REQUIREMENTS, INFORMING MANAGEMENT OF NEEDED ACTIONS
4.	MAINTAIN PROFESSIONAL AND TECHNICAL KNOWLEDGE AND CERTIFICATION BY ATTENDING TWELVE HOURS OF EDUCATIONAL WORKSHOPS OR IN-SERVICES ANNUALLY, REVIEWING PUBLICATIONS, AND ACTIVELY PARTICIPATING IN AGENCY ACTIVITIES
5.	TRACK AND COORDINATE ROUTINE TASKS AND OTHER DUTIES AS ASSIGNED
6.	MAINTAIN PROFESSIONALISM AT ALL TIMES TO ENSURE SERVICE QUALITY AND INTEGRITY
7.	CONTRIBUTE TO TEAM EFFORT BY ACCOMPLISHING RELATED TASKS AS NEEDED OR REQUESTED
8.	ATTEND TRAININGS RELATED TO JOB DUTIES OR EMPLOYMENT THAT IS REQUIRED TO MAINTAIN LICENSES AND/OR CERTIFICATIONS

REQUIRED JOB QUALIFICATIONS, SKILLS AND ABILITIES

Job Qualifications

Education: High school diploma or GED preferred

Bilingual English/Spanish Preferred

Experience: Experience with social service programs and disadvantaged populations desired

FINAL: 09/07/16

Working Conditions and Physical Demands

- Work is performed in an interior medical/dental clinical environment
- Strong physical activity that may include lifting and transporting of client
- Standing, sitting and/or walking more than 6 hours per day

Skills and Abilities

- Ability to communicate verbally and in writing with patients, co-workers, and the public
- Warm and caring attitude, ability to work in a stressful work setting with elderly and handicapped clients
- Ability to read and understand program guidelines and clinical instructions
- Ability to participate in on-going in-service training at a minimum of 12 hours per year
- Ability to listen and follow direction
- Strong verbal and written communication skills
- May require the ability to operate a motor vehicle, which requires a valid driver's license, and clearance for unrestricted automobile insurance coverage
- Desire and ability to serve the community and its residents
- Share in and contribute to MVCHS mission, vision, and goals

Qualifications for Employment

- Pre-employment physical examination
- Negative tuberculosis test
- CPR and First Aid Certifications
- Background Investigation
- Drug Testing – Initial and Random

EMPLOYEE/SUPERVISORY REVIEW

I have read this job description and understand the requirements of the job and the work to be performed. I agree to perform the duties and responsibilities described. I assert that I am able to perform the essential job functions and meet the physical requirements of this position. Furthermore; I understand this is not an employment contract.

Employee's Signature

Date

I have reviewed this job description with this employee, and agree that it is an accurate description of the duties and responsibilities to be performed.

Supervisor's Signature

Date