

**PARK HILL RESIDENCE  
JOB DESCRIPTION  
PERSONAL CARE PROVIDER**

Risk exposure

1. Direct contact
2. Does not involve/could
3. Does not involve at all

Tasks assigned to this position may involve potential and/or direct exposure to blood or body fluids.

NAME \_\_\_\_\_ DATE OF HIRE \_\_\_\_\_

**PURPOSE**

The primary purpose of your job position is to provide your assigned residents with routine daily care in accordance with the established procedures and as may be directed by your supervisor.

**ACCOUNTABLE TO Resident Services Director or Administrator**

**MAJOR DUTIES & RESPONSIBILITIES**

**Risk**

Employment responsibilities

- |  |   |
|--|---|
| 1. Maintain a positive, courteous, respectful attitude toward co-workers, residents and visitors at all times. | 3 |
| 2. Act to promote team work in providing the best possible resident care and services.                         | 3 |
| 3. Familiarize yourself and act in accordance with the employee handbook.                                      | 3 |
| 4. Use the chain of command and grievance process in reporting any issues or concerns.                         | 3 |
| 5. Maintain professional working relationships with all personnel, residents and families.                     | 3 |

Resident Care Functions

- |   |   |
|---|---|
| 1. Perform fundamental duties of patient care not requiring a licensed nurse and based on an assignment of the resident.    | 3 |
| 2. Administers medication and treatments per physician order.   | 2 |
| 3. Assisting with admissions, discharges, and transfers.  | 3 |
| 4. Inventory residents possessions on admission. Assist with packing possessions on discharge.                              | 3 |
| 5. Assist with physical care such as bathing, oral hygiene, dressing, undressing, and other activities of daily living.     | 2 |
| 6. Making beds and maintaining orderliness in residents room.   | 2 |
| 7. Take temperature, pulse and blood pressure as assigned   | 2 |
| 8. Clean resident equipment such as wheel chairs.   | 3 |
| 9. May help serves food trays and snacks, assists with feeding as indicated by each resident's condition.                   | 3 |
| 10. Becomes familiar with patients daily needs, likes and dislikes, in order to personalize the care given each individual. | 2 |
| 11. Documents personal care on flow sheets.   | 3 |
| 12. Follows instructions well and completes daily assignments.  | 3 |
| 13. Assist residents in preparing for activity and social programs.   | 3 |

## PCP Duties & Responsibilities Cont.

**Risk**

- |  |   |
|--|---|
| 14. Cleans resident rooms per schedule   | 3 |
| 15. Wash linen and personal clothing per schedule  | 3 |
| 16. Observe and reports resident condition to supervisor and all information pertaining to procedures carried out. | 3 |

### Equipment and Supplies Functions:

- |   |   |
|---|---|
| 1. Proper handling of equipment to ensure safe usage and avoid waste or breakage. | 2 |
| 2. Keep work carts such as housekeeping supply carts clean and orderly.           | 3 |
| 3. Clean store rooms, medication room etc. as directed.                           | 3 |

### Safety & Sanitation

- |  |   |
|--|---|
| 1. Assist supervisor in assuring personnel follow established safety regulations in use of equipment and supplies. | 3 |
| 2. Follow fire and safety procedures.  | 3 |
| 3. Reports any accident/incident or hazards to manager, no matter how insignificant.                               | 3 |
| 4. Follow established infection control and universal precaution policies and procedures.                          | 3 |

### Staff Development

- |   |   |
|---|---|
| 1. Present professional image to the consumer through dress, behavior and speech. | 3 |
| 2. Attends departmental meetings, staff development and staff meetings.           | 3 |
| 3. Participates in ongoing department quality management program.                 | 3 |

### Other.

- |  |   |
|--|---|
| 1. Adheres to all resident rights, including, privacy, confidentiality, and treating residents with dignity and respect. | 3 |
| 2. Maintain confidentiality of all pertinent resident care information.  | 3 |
| 3. Performs other duties as assigned by supervisor.  | 2 |

## PCP WORKING CONDITIONS

Works throughout the facility.

Sits, stands, bends, lifts and moves intermittently during working hours.

Is involved with residents, personnel, and at times government personnel.

Is subject to hostile and emotionally upset residents, family members and personnel.

Communicates with other personnel.

Works beyond normal working hours, on weekends and holidays and in other positions temporarily when needed.

Is subject to falls, odors, throughout the work day and the risk of injury from physical requirements of the job.

Is subject to exposure to infectious waste, diseases, conditions including HIV and Hepatitis B viruses.

## QUALIFICATIONS, EDUCATION, LICENSE, CERTIFICATION REQUIREMENTS

Certification as a Nursing Assistant by the State of Colorado is encouraged.

Experience in health care preferred.

Medication Administration Training required at the time of employment or within 30 days.

Must be able to read, write, speak and understand the English language.

Deal tactfully with residents and other personnel.

Requires ability to walk, stand, lift up to 100 lbs on a regular basis.

Must have patience, and enthusiasm as well as the willingness and ability to handle difficult residents.

Open to new ideas and be willing to incorporate them into practice.

It must be understood that this job description in no way states or implies that these are the only duties you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or is a logical assignment to the position.

## ESSENTIAL JOB FUNCTIONS

### Personal Requirements

Regular and punctual attendance

Ability to get along with others

Ability to learn and accept criticism

### Physical and Environment Requirements.

The physical activities of this position may include all items in bold print

**Climbing**

**Crawling**

**Crouching**

**Fine motor skills**

**Grasping**

**Kneeling**

**Lifting**

**Pulling**

**Pushing**

**Reaching**

**Repetitive movement**

**Standing**

**Stooping**

**Walking**

An individual in this position will be required to carry or lift weights in this range:

The heaviest weight range that would be required when performing the essential functions of this position is in bold print.

Up to 10 pounds

11 to 24 pounds

25 to 34 pounds

35 to 50 pounds

**51 to 74 pounds**

75 to 100 pounds

over 100 pounds

This position may require lifting up to 50 pounds on a regular basis several times per day.

The sensory and communication activities essential to perform this position include those in bold print.

**Feeling**

**Hearing**

**Seeing**

**Smelling**

**Speaking**

Tasting

**Speaking English**

**Understanding English**

An individual in this position may be exposed to any item in bold print

**Inside environmental conditions**

**Outside environmental conditions**

Extreme cold below 32 degrees for more than one hour at a time.



