

PCA Job Description

PCA Duties and Responsibilities

- Travel to clients' homes, arriving on time
- Greet clients in a warm, professional manner
- Understand the limitations and needs of each individual client
- Provide basic domestic services e.g. meal prep, laundry, light housework
- Provide companionship and engage in conversation with the clients
- Run errands, either with or for the client, as needed
- Assist with mobility issues, helping the client get in and out of bed, wheelchair, etc.
- Remind the client to take medications and document them accordingly
- Help with personal hygiene e.g. brushing teeth, toileting, bathing
- Change bed linens regularly
- Assist with all daily activities, based on the client's limitations and needs
- Provide a caring and positive presence for the client
- Document/log client's' progress and overall well-being for daily reports

PCA Requirements and Qualifications

- High school diploma or equivalent required
- Current certificate in first aid and CPR preferred
- Valid driver's license, reliable automobile, and current auto insurance required
- Minimum one year of experience working in a health care setting
- Significant experience working in a home health care environment is strongly preferred
- Experience in domestic work or housekeeping is a plus
- Mastery of the English language, written and verbal
- Good communication skills, excellent conversational skills
- Able to lift heavy objects, help move clients, and perform physical tasks
- Patience and ability to remain calm in stressful situations
- Willingness to conduct domestic and personal tasks requested by the client
- Warm and caring personality
- Commitment to treating clients with dignity and respect
- Willingness to comply with all legal and institutional requirements and guidelines