

Jurisdiction: Oneida County

Jurisdictional Class: Labor

Revised: 8/20/97

PERSONAL CARE AIDE

DISTINGUISHING FEATURES OF THE CLASS: The work involves the provision of routine services in meeting personal care needs and in promoting comfort and independence of patients receiving certified home health agency or long-term health care services. These services are provided at the patient's place of residence in their normal activities of daily living, as prescribed by a physician in accordance with the patient's plan of treatment. The services provided involve personal hygiene services, housekeeping and related supportive services, designed to allow incapacitated patients the opportunity of remaining home rather than requiring institutionalization. The incumbent works in close cooperation and under the guidance and direction of either a Public Health, Community Health or Registered Professional Nurse or other health care professional. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Assists patients with bathing, mouth care, denture care, skin care, foot care and grooming;
Assists patients with bathroom privileges and in the use of bed pan;
Helps patients with transferring from bed to chair, wheelchair, tub, or shower;
Aids patients with dressing and undressing themselves;
Changes linen, makes beds and performs other simple housekeeping tasks to provide a suitable living environment for the patient;
Plans and prepares meals according to instruction for patients, which may involve cooking and shopping visits to markets or stores to obtain food supplies;
Cleans, dusts, washes dishes and performs a variety of other light house-keeping tasks essential to patient home health care;
Cares for patient's clothing, including washing, ironing and simple mending;
Discusses patient problems relative to the Personal Care Aide function with the Community or Public Health Nurse and/or other health care professional in charge;
Attends staff development programs and participates in multi-disciplinary care conferences as necessary;
May prepare simple reports on patient's daily living activities related to the documentation of services provided and any other pertinent observations made.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Ability to understand and carry out non-technical oral and written directions; ability to get along well with others and gain the cooperation of patients; ability to perform light housekeeping tasks including shopping for food supplies and cooking; ability to work with minimal direct supervision; emotional and mental maturity; sympathetic attitude in caring for the sick; dependability; neat appearance.

MINIMUM QUALIFICATIONS: Completion of a basic training program for Personal Care Aides, as approved by the New York State Department of Social Services or other New York State recognized agency.