



JOB POSTING SUMMARY

Title: Personal Care Assistant

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Job Code: 500

Date: 08/1/2017

Summary Description

Under general supervision, and according to established policies and procedures, acts as a companion to patients with the ability to resolve patient problems, answer questions, and protect patients' moral and legal rights. Directs patients to appropriate external resources and/or provides assistance to patient within the patient's home. Employee will follow all procedures and policies in order to improve or enhance the quality of life for the patient within their home.

Minimum Qualifications

1. Medical Assistant Degree and/or experience in providing in-home care
2. Previous patient care experience preferably in a position that allows exposure to different aspects of health care.

Skills Required

1. Analytical ability and problem-solving skills to gather and interpret data from several sources, and provide and/or recommend solutions to patient problems/situations.
2. Excellent interpersonal skills and a caring attitude to work with a variety of patients and their patient families.
3. Great Written and verbal communication skills to effectively communicate with other healthcare staff, patients and families under stressful conditions.
4. Basic knowledge of Medical Terminology.
5. Basic knowledge of keyboard/computer/data entry and EMR documentation

Physical/Mental Demands

1. Ability to push, pull and/or lift objects weighing 20 lbs or less.



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2. Transportation/errands
3. Meal preparation
4. Laundry and light housekeeping services
5. Medication reminders
6. Dressing assistance
7. Feeding

<i>Patient Age Statement</i>	Applies:	X	Does not Apply:	
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Working Conditions:	Employee will be working in patient's home.		
Reporting Relationships:	As assigned		
Pay Grade:	300		
Hourly/Salaried:	Hourly		
Job Family:	X	Clerical/Technical	

Please note that the primary purpose of this job posting summary is to set a rate of pay for this job classification. Only those duties and responsibilities necessary for proper job evaluation and labor market analysis have been included. Other duties and responsibilities will be assigned by the supervisor.