

# Pine Valley Healthcare and Rehabilitation Center

## Position Description

**Position Title: Personal Care Worker (PCW)**

**Department: Nursing**

**Reports to: RN Manager**

**Pay Grade: 6**

**Date:**

**Hours Per Week:**

**FLSA Status: Non-exempt**

---

### Purpose of Position

The primary purpose of this position is to a variety of duties to provide care and comfort for assisted living residents. Responsible for client safety and own personal safety on a continual basis by adhering to the company policies and procedures including but not limited to the Code of Ethics, Standards of Practice, Client Rights and Client Care Policies and Procedures. The work is performed under the general supervision of the Registered Nurse Manager.

### Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required or assigned.

- Provides routine treatments as directed by supervising nurse. Takes temperature, weighs residents, applies skin lotions and ointments, prepares treatment supplies, takes blood pressure/pulse according to established schedules or as ordered by nurses.
- Evaluates residents' physical, mental and emotional condition and reports changes to RN Manager/Nurse.
- Perform care as directed by the RN Manager.
- Only performs tasks in which training has been provided.
- Provide services consistent with the resident service plan/ ISP.
- Document services in an accurate and timely manner.
- Answers call for assistance from residents.
- Provides comfort and assurance to residents as needed. Listens and responds to resident concerns.
- Distributes drinking water, juice, snacks, supplements and food trays to residents.
- Assists residents with personal hygiene/grooming, or performs personal hygiene for residents such as bathing, shaving, toileting, cutting nails, brushing hair, dressing, brushing teeth and others.
- Makes beds, collects dirty bed linens and takes to laundry.
- Restocking of clean linens.
- Light house-keeping, cleaning in individual living areas, common living areas, dishes, laundry,

vacuuming, etc.

- Provide Companionship & Enjoy working with seniors.
- Cleans utensils such as bedpans, urinal, basins and others.
- Provides range of motion, applies splints and other adaptive equipment per Resident ISP.
- Assisting the client with therapy exercises under the direction of a Registered Therapist. Range of Motion exercises.
- Repositions and transfers residents and assisting with ambulation and simple transfers with or without mechanical aids.
- Observing and reporting changes in client's condition to the RN Manager/Nurse.
- Participate in required initial and ongoing training programs and complete 15 hours of inservice training per year.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

- Must be at least 18 years of age.
- High School diploma or equivalent.
- Training for standard precautions, fire safety, first aid and choking, and medication administration and management shall be approved by the department or designee and shall be provided by trainers approved by the department or designee. Approvals for training plans and trainers for standard precautions, fire safety, first aid and choking, and medication administration and management.
- **Standard precautions.** All employees who may be occupationally exposed to blood, body fluids or other moist body substances, including mucous membranes, non-intact skin, secretions, and excretions except sweat, whether or not they contain visible blood shall successfully complete training in standard precautions before the employee assumes any responsibilities that may expose the employee to such material.
- **Fire safety.** Within 90 days after starting employment, all employees shall successfully complete training in fire safety.
- **First aid and choking.** Within 90 days after starting employment, all employees shall successfully complete training in first aid and procedures to alleviate choking.
- **Medication administration and management.** Any employee who manages, administers or assists residents with prescribed or over-the-counter medications shall complete training in medication administration and management prior to assuming these job duties.
- Training on Resident Rights, Client Group, Recognizing, preventing, managing and responding to challenging behaviors and any other training as outlined in HFS-83

### **Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Language Ability and Interpersonal Communication**

- Ability to classify, compute and tabulate data and information, following a prescribed plan requiring the exercise of some judgment. Ability to compare, count, differentiate, measure and

- sort information. Ability to assemble, copy, record and transcribe data and information.
- Ability to advise and provide interpretation to others how to apply policies, procedures and standards to specific situations.
  - Ability to utilize a wide variety of descriptive data and information such as regulations, flow sheets, lists, schedules, procedure manuals, resident records, correspondence and general operating manuals.
  - Ability to communicate effectively with residents, co-workers, visitors, residents' families and volunteers.

#### **Mathematical Ability**

- Ability to add and subtract, multiply and divide, and calculate percentages, fractions, and decimals.

#### **Judgment and Situational Reasoning Ability**

- Ability to use functional reasoning and apply rational judgment in performing diversified work activities.
- Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory and/or judgment criteria, as opposed to criteria that are clearly measurable.

#### **Physical Requirements**

- Ability to operate, maneuver and/or steer equipment and machinery requiring simple but continuous adjustments such as scales, thermometers, blood pressure cuff, personal hygiene and grooming tools. Hoyer lift and other lift devices.
- Ability to coordinate eyes, hands, feet and limbs in performing movements required to provide care to residents.
- Able to lift, bend, stoop, kneel, reach and walk briskly for long periods and able to stand for long periods.

#### **Environmental Adaptability**

- Ability to work under conditions which require exposure to environmental factors such as odors, toxic agents, irate individuals, intimidation and disease. This exposure may cause some discomfort and presents a risk of injury.

Richland County is an Equal opportunities Employer. In compliance with the Americans with Disability Act, the county will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

---

Employee's Signature

---

Date

---

Supervisors Signature

---

Date

