JOB DESCRIPTION – Personal Care Attendant - PCA (rev. 3/11/2024)

The primary obligation of all WestHaven employees is to provide excellent personalized care to all of our residents. All residents will be treated with respect and dignity. Residents' rights will be protected and upheld at all times. Communication with residents, families, and health care professionals will build and maintain the reputation of WestHaven as a competent long term care facility whose care standards meet or exceed those of the residential elder care industry.

JOB TITLE: Personal Care Attendant

REPORTS TO: Director of Staff Development

STATUS: Non-exempt position paid an hourly wage.

POSITION SUMMARY:

PCA's are the primary staff assigned to provide personal care and attending to residents with memory impairments and/or physical limitations using companion care techniques approved by the WestHaven leadership team.

THREE ESSENTIAL FUNCTIONS of the PCA:

Essential Function #1 – Personal Care and Attending

Under the direction of the PCL MedTech on duty, PCA's provide direct personal care and attending to residents who require moderate to maximum assistance with activities of daily living and mobility.

- ❑ Provides bathing assistance according to the posted resident shower schedule.
- ❑ Provides assistance with daily dressing, grooming and oral care to assigned residents.
- ❑ Prepares residents scheduled to leave the premises for scheduled appointments and or on site visits from family and service providers as directed by the PCL MedTech or Director of Resident Services.
- ❑ Provides assistance with scheduled resident toileting, perineum care, hygiene, skin care, and support for episodic incontinence as the need arises.
- ❑ Provides assistance with resident mobility and transfers according to approved assistance protocols.
- ❑ Provides close monitoring of assigned residents with at risk behaviors (i.e. fall risk, aggression, etc.)

Essential Function #2 – Reporting, Documentation, and Communication

The PCA will provide basic reporting on any changes in resident's physical condition, erratic behaviors, resident accident, resident fall, or behaviors which violate resident rights.

- ❑ Promptly reports any observed changes in resident's physical condition and/or behaviors to PCL MedTech and Director of Resident Services through approved documentation forms and electronic reporting tools.
- ❑ Promptly reports and documents any incidental services provided to residents through approved documentation forms and electronic reporting tools.
- ❑ Insures completion of a draft Unusual Incident Report, documenting any resident accident, resident fall, erratic behaviors, or behaviors which violate resident rights. Complete draft report within 4 hours of incident.
- ❑ Completes all communication requirements while on shift using assigned communication devices.
- ❑ Responds and acknowledges all communication when requested by leadership using written forms, voice mails and other electronic communications tools.
- ❑ Completes and documents all shift duties on designated Shift List Forms.

Essential Function #3 – Housekeeping and Safety

The PCA provides direct housekeeping services to insure that the facility is clean, well maintained, and operates efficiently.

- ❑ Completes cleaning lists as published in both resident rooms, bathrooms and common areas as assigned by the DSD.
- ❑ Operates floor cleaning and extraction equipment to insure sanitary conditions of all floors.
- ❑ Completes washing of resident's personal laundry and Linen in accordance to published laundry schedule.
- ❑ Completes washing of all house laundry and insure the return of house laundry to designated areas.
- ❑ Uses SafeT-Team protocols and other "best safe practices" when filling or using cleaners, detergents, and other chemicals to include use of goggles and gloves.
- ❑ Completes and follows in house safety program and insures compliance with all safety laws (i.e. OSHA, Title 22, Fire Authority, etc.)
- ❑ Understands and promotes the community's fire and accident prevention, sanitation procedures, and use of fire safety equipment.
- ❑ Assist with evacuation or other support in an emergency.

ADDITIONAL RESPONSIBILITIES:

- ❑ Provides bathing, grooming, hygiene, mobility, and other support services to residents as needed.
- ❑ Assists residents with toileting and continence care to include perineum care, proper use of undergarments, and emergency laundry services as needed.
- ❑ Performs other duties as assigned.

QUALIFICATIONS:

- Health screening or physical examination within six (6) months prior to employment, under or by a physician, which shows good general health; free from communicable disease; free of disabilities which would adversely affect the resident population to be served; and be physically, mentally, and occupationally capable of performing assigned tasks. (Health screening form will be provided.) Also must have a negative TB test. All must be on file within 7 days of start of work.
- Clear criminal record and fingerprint clearance prior to initial presence in facility.
- Drug free. Willing to submit to any drug screening as requested or required.
- Possession of valid Basic First Aid certificate.
- Must be 18 years of age.
- Must have current CA driver's license and a clear DMV record.
- Knowledge of and ability to conform to applicable laws, rules, and regulations under Title 22 for RCFE.
- Ability to handle confidential information.
- Ability to accept direction and work as a team player.
- Ability to conduct himself/herself in a pleasant, cooperative, and courteous manner.
- Ability to read, write, and speak English.
- Must meet the physical requirements of WestHaven Assisted Living as outlined in the Ministry Staff Essential Functions & Physical Requirements.

EXPERIENCE/EDUCATION/LICENSES/SKILLS

- High School Diploma or equivalency preferred.