



JOB DESCRIPTION

Personal Care Assistant (PCA) / Certified Nurse Assistant (CNA)

POSITION SUMMARY:

Provides personal care services in the client's home in accordance with Agency standards and applicable laws and regulations. Ensures clients receive the highest possible quality of care.

POSITION QUALIFICATIONS:

- Require a GA-registered CNA, completion of NLN exam on-line and assessment of competency for services to be performed, or completion of competency for services to be performed, or completion of a provided 40-hour training curriculum and assessment of competency.
- Automobile with required proof of insurance coverage and a Georgia Driver's license in good standing.
- Minimum 21 years of age
- Possess and maintains current CPR certification
- Must pass a criminal background check / Include signed and dated statement of no misconduct
- Require negative TB skin tests
- The ability to follow a written Plan of Care and instructions and to observe and document care given
- Caring attitude and genuine interest in people

JOB LIMITATIONS:

The CNA Home Care Aide will not function in any manner viewed as the practice of nursing according to the Practice Act. Specifically, the home care aide will not administer medications, take physician's orders or perform procedures requiring the training, knowledge and skill of a nurse, specifically sterile techniques.

SPECIALIZED SKILLS

- Good oral and written communications
- Good organization skills

Other aspects and demands of the job:

- Assisting clients in transferring/ambulation
- Push-Pull clients in wheelchair
- Turning/positioning bed bound clients

Omega Home Care Services

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(Page 2 of 2)

RESPONSIBILITIES AND DUTIES:

Responsibilities include, but are not limited to the following:

- Answering client calls and attending to client's request promptly
- Giving personal care including baths, back rubs, oral hygiene, shampoos and changing bed linen
- Serving nutritious meals
- Assisting in feeding the client, if necessary
- Assisting in ambulation and exercise as instructed by supervising RN
- Assisting client in the self-administration of medication
- Doing client's laundry, as appropriate
- Uses equipment and supplies effectively and efficiently
- Complies home care agency policies and procedures
- Promotes education for clients and client families
- Participates in personal professional growth and development.
- Completes all required documentation in accordance with the standards of the Agency, and regulatory requirements

Acknowledgement:

***I have reviewed my job description and agree to perform all duties mentioned to the best of my ability; I understand that my job duties may change as the needs of the agency change. I further agree to notify my immediate Supervisor if I am unable to complete any of my job duties in a timely manner.**

Employee Signature

Date