

INDEPENDENT LIVING RESOURCES, INC.
Job Description: Personal Care Worker

JOB TITLE

Personal Care Worker

JOB SUMMARY

The Personal Care Worker provides care as assigned including special duties as ordered on client's assignment sheet, charts as appropriate, assures that proper safety measures and body mechanics are followed in the delivery of all care. Reports all relevant observations and changes in consumer conditions to the personal care office. Provides assistance to individuals living in their own homes, with the goal of maximizing their independence for as long as possible.

QUALIFICATIONS

- High School diploma or equivalent
- Completion of 40 course hours to certify as a Personal Care Aide from the State of Wisconsin or 6 months experience providing personal care.
- Ability to transfer 100 pounds with appropriate safety devices
- Provides own transportation to work with consumers. If driving for work purposes, must possess valid driver's license and proof of insurance
- Has worked with the elderly and/or people with disabilities in a home setting
- Knowledge, skills and ability to perform essential Personal Care Worker duties
- Good communication skills and ability to relate well to others
- Familiar with the philosophy and concept of Independent Living
- Ability to understand and carry out consumers' instructions
- Demonstrate dependability, honesty, and confidentiality.
- Personal phone line or other reliable means of communication

ESSENTIAL FUNCTIONS OF THE JOB

- 1) Demonstrate IL Philosophy in daily work action
 - a) Serve as an advocate for the rights of people with disabilities
 - b) Disseminate knowledge of IL philosophy to consumers and the community at large
 - c) Protect consumer and agency information by adhering to confidentiality standards
- 2) Provide Skill Training Services
 - a) Provide skills training in areas of daily living as directed by care plan
 - b) Encourages consumer's independent living skills development
- 3) Assists with bathing; assists with getting in and out of bed; teeth, mouth, denture and hair care; provides skin care (excluding wound care); assists with dressing and undressing
- 4) Assists with mobility and ambulation including use of walker, cane and crutches; simple transfers including bed to chair or wheelchair and reverse
- 5) Provides care of eyeglasses and/or hearing aid
- 6) Assists with toileting including use and care of bedpan, urinal, commode or toilet
- 7) Changes the client's bed and launders the bed linens and the client's personal clothing
- 8) Does light cleaning in essential areas of the home used during personal care services activities
- 9) Prepares meals, purchases food and serves meal
- 10) Accompanies the client to obtain medical diagnosis and treatment
- 11) Observes client status and notifies Personal Care office of any significant changes or needs
- 12) Complete in a thorough, accurate and timely manner all timesheets and documentation necessary to maintain services
- 13) Keep consumer information confidential
- 14) Participation in mandatory training and staff meetings

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PHYSICAL/MENTAL REQUIREMENTS

1. Lifting/carrying objects such as cleaning supplies, linens, dishes, laundry baskets, etc. ranging from 5 to 50 pounds without assistance
2. Simple manipulative skills are required to consistently manipulate small appliances such as vacuums, electric brooms, can openers, etc.
3. Ability to concentrate on moderate detail with some interruption
4. Reaching overhead to remove and replace dishes, linens, supplies, etc.
5. A sense of balance is required to safely assist consumers with walkers and canes in ambulation
6. Ability to wear gloves and other protective coverings.
7. Ability to follow instructions and specific ideas behind actions.
8. Must be able to bend, stoop, climb stairs and stand for long periods of time.

Independent Living Resources, Inc. is an Equal opportunity / Affirmative Action Employer.