



6340 N. Green Bay Avenue  
Glendale, WI 53209  
Phone: (414) 352- 9040

## **JOB DESCRIPTION**

### **Personal Care Worker**

#### Position Description:

A Personal Care Worker is a member of the home care team who assists the client with the tasks of daily living as outlined in a written care plan that is established by a Registered Nurse Supervisor and is kept in the client's home. Personal Care Workers are supervised by the RN Supervisor at this agency and receive scheduling direction from the agency staffing Coordinator.

#### Qualifications:

1. A Personal Care Worker must have a minimum of one year of personal care experience which is verifiable through references, and must complete this agency's employment and certification process.
2. Must be at least 18 years of age.
3. Must be physically able to perform the duties of the position.
4. Must exhibit mature responsible behavior, and understand the need for patient confidentiality.
5. Must be able to read, write and speak English.
6. Must be able to follow direction and accurately report to the RN Supervisor any changes in client's condition.
7. Must have available reliable transportation to and from assignments.

#### Duties:

The duties of a Personal Care Worker may include, but are not limited to the following:

1. Recording pertinent information pertaining to the client's care.
2. Reminding clients to take medication at the appropriate time.
3. Planning and preparing meals according to specific dietary requirements of the client, and if necessary, feeding the client.
4. Assisting the client with therapy exercises under the direction of a Registered Therapist.
5. Assisting or performing personal care including hair care, oral hygiene, bathing, grooming, and dressing.
6. Assisting with ambulation with or without mechanical aids.
7. Assisting with routine bodily functions: Example, toileting.
8. Maintaining a safe, clean and healthy environment through light housekeeping including changing bed linens, dusting and vacuuming, cleaning kitchen and bathroom, and laundry.
9. Providing companionship and stimulation for the client including reading, walks, etc.; and accompanying the client to doctors or other appointments.
10. Grocery shopping or other errands when needed.
11. Performing other housekeeping tasks as indicated in the care plan.
12. Taking client's vital signs and recording input and output.
13. Observing and reporting changes in client's condition to this agency's RN Supervisor.
14. Accurately preparing daily records and submitting them to the office by date due.
15. Participating in in-service education programs.

#### Employee May Not:

1. Cut the nails of any patient unless authorized by RN Supervisor.
2. Perform any type of heavy housework such as cleaning stoves with oven cleaners, moving heavy furniture or appliances, etc.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Agency Authorized Signature: \_\_\_\_\_