

## **HOME HEALTH CARE PERSONAL CARE WORKER**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is a class of positions in the Health Department involving personal care services in the home, clinic, office and other community settings on a one-to-one basis with patients and their families. Personal care services include assistance with personal hygiene, dressing, feeding and incidental household tasks. These services are provided under the direction and supervision of a registered professional nurse. Supervision is not a responsibility of the employees in this class.

### **TYPICAL WORK ACTIVITIES:**

1. Assists patient with care of the teeth and mouth;
2. Assists patient with grooming-care of hair including shampoo, shaving and the ordinary care of nails;
3. Assists with sponge bathing of patient;
4. Assists patient on and off bedpan, commode and toilet;
5. Assists patient in moving from bed to chair, wheelchair and in walking;
6. Assists patient with eating;
7. Assists patient with dressing;
8. Accompanies patient to obtain medical care;
9. Prepares and serves meals according to instructions;
10. Makes and changes beds;
11. Dusts and vacuums the rooms the patient uses;
12. Does dishes;
13. Straightens the kitchen, bedroom and bathroom;
14. Lists needed supplies and shops for patient if no other arrangement is possible;
15. Does patient's personal laundry if no family member is able or available;
16. Sends linen to laundry;
17. Assists with payment of bills and performs other errands;
18. Confers with supervisor to plan goals and coordinate activities;
19. Prepares reports on work performed;
20. Does related work as required.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Working knowledge of the techniques of bathing, feeding, clothing and caring for patients; working knowledge of housekeeping procedures; ability to observe changes in patient's condition; ability to understand and carry out oral and written instructions; ability to communicate effectively both orally and in writing; ability to establish and maintain satisfactory relationships with patients and staff; ability to accept and utilize guidance; emotional and mental maturity; initiative and resourcefulness; discretion; tact and patience; physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:**

Completion of a course of study approved by New York State Department of Social Services for Personal Care Worker certification.

**HOME HEALTH CARE PERSONAL CARE WORKER (Cont'd)**

**SPECIAL REQUIREMENTS:**

Possession of a New York State Department of Social Services approved Personal Care Worker certificate at the time of appointment.

Possession of New York State Motor Vehicle Operator's License at time of appointment.

**OTHER SPECIAL REQUIREMENTS:**

1. Car available for use.
2. Pre-employment physical exam and Mantoux test, proof of Rubella immunity or immunization and Diphtheria-Tetanus immunization.
3. Annual health assessments.

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ADOPTED: 04/10/85