



Position: Personal Care Assistant

Date Created: 5/13/2022

BRIEF DESCRIPTION OF RESPONSIBILITIES:

The Personal Care Assistant assists with specialized activity programming and personal care for persons with dementia in the CarePartners Dementia Day Center. Responsibilities include using person-centered care to assist with Day Center clients' personal care needs and ensuring clients' involvement in meaningful and enjoyable activities.

JOB DUTIES:

1. Assists with personal care of clients, including toileting and eating, documents assistance as required.
2. Assists in planning, preparing, and implementing the daily schedule/program for Day Center clients; ensures clients' involvement in meaningful and enjoyable activities, while working cooperatively with team members.
3. Demonstrates appropriate and effective approaches/techniques for serving individuals with dementia.
4. Provides care and protective supervision to all Day Center clients while utilizing appropriate and effective approaches/techniques for serving individuals with dementia.
5. Complies with all state licensing requirements and Day Center policies and procedures, including documentation of activities, as directed.
6. Promotes and facilitates good morale and cheerfulness among Day Center clients and staff.
7. Assists and demonstrates assigned duties to volunteers.
8. Follows the safety and sanitation standards within the Day Center; complies with all related licensing requirements, including general clean up and maintenance of the Center.
9. Performs other duties as required.

OTHER SKILLS REQUIRED:

- Good interpersonal and organizational skills.
- Good verbal and written communication skills.
- Ability to work independently and as a team member.
- Ability to be patient, tactful, and sensitive when dealing with participants who have various care needs.
- English written & verbal.
- Bilingual (Spanish) preferred.

EDUCATIONAL AND/OR EXPERIENCE REQUIREMENTS:

- Must be at least 18 years old; high school graduate or equivalent.
- Experience working with older adults with dementia.
- Training or experience in activity programming and ability and willingness to provide personal care assistance to older adults.

PHYSICAL DEMANDS

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| <input checked="" type="checkbox"/> SITTING Remaining in the seated position | <input checked="" type="checkbox"/> KNEELING Bending legs at knees to come to rest on knee or knees |
| <input checked="" type="checkbox"/> STANDING Remaining on one's feet in an upright position | <input checked="" type="checkbox"/> STOOPING Bending body downward and forward by bending the spine |
| <input checked="" type="checkbox"/> WALKING Moving about on foot | <input checked="" type="checkbox"/> CLIMBING Ascending or descending ladders/stairs/etc. using feet & legs |
| <input checked="" type="checkbox"/> CARRYING Transporting an object using your hands or arms | <input checked="" type="checkbox"/> PUSHING Exerting force on an object |
| <input checked="" type="checkbox"/> LIFTING Raising or lowering an object | <input type="checkbox"/> Under 10 lbs., <input checked="" type="checkbox"/> 10-25 lbs., <input type="checkbox"/> 25-50 lbs., <input type="checkbox"/> 50-100 lbs. |