We are currently seeking a compassionate, highly skilled, and reliable personal care assistant **(PCA)** to serve as part of our growing home health care team. In this role, you will work with our clients in their homes, and/or or other temporary housing solution helping them with basic personal hygiene and domestic tasks as needed, according to their requirements and limitations. You will provide compassionate care and assistance and document clients’ progress to help ensure their overall wellbeing.

**PCA Duties and Responsibilities**

* Travel to clients’ homes, arriving on time
* Greet clients in a warm, professional manner
* Understand the limitations and needs of each individual client
* Provide basic domestic services e.g. meal prep, laundry, light housework
* Provide companionship and engage in conversation with the clients
* Run errands, either with or for the client, as needed
* Assist with mobility issues, helping the client get in and out of bed, wheelchair, etc.
* Remind the client to take medications and document them accordingly
* Help with personal hygiene e.g. brushing teeth, toileting, bathing
* Change bed linens regularly
* Assist with all daily activities, based on the client’s limitations and needs
* Provide a caring and positive presence for the client
* Document/log client’s’ progress and overall well-being for daily reports

**PCA Requirements and Qualifications**

* High school diploma or equivalent (GED) required
* Current certificate in first aid and CPR preferred
* Valid driver’s license, reliable automobile, and current auto insurance required
* Minimum one year of experience working in a health care setting
* Significant experience working in a home health care environment is strongly preferred
* Experience in domestic work or housekeeping is a plus
* Mastery of the English language, written and verbal
* Good communication skills, excellent conversational skills
* Able to lift heavy objects, help move clients, and perform physical tasks
* Operates with integrity
* Patience and ability to remain calm in stressful situations
* Willingness to conduct domestic and personal tasks requested by the client
* Prompt and reliable
* Warm and compassionate personality
* Commitment to treating clients with dignity and respect
* Willingness to comply with all legal and institutional requirements and guidelines Employee Initials \_\_\_\_\_\_\_\_\_\_\_\_