

Veteran Directed Home & Community Based Services Program

Job Description

JOB TITLE: Personal Care Aide (PCA)
WAGE RANGE: to be determined by employer (not less than minimum wage)
LOCATION: Veteran's Home
EMPLOYER: Veteran or his/her Designated Representative

POSITION SUMMARY:

PCA works in private residences to provide care and assistance to Veterans who are limited functionally in their ability to perform activities of daily living. Veteran participants are the employer of record for the PCA. Western Montana Area VI Agency on Aging is the provider agency.

RESPONSIBILITIES AND JOB DUTIES:

1. Provide direct care to Veterans, following a plan of care that has been authorized by the Veterans Administration. Duties may include the following:
 - a. Assistance with activities of daily living: bathing, grooming, dressing, toileting, eating, and transfers from bed and/or chair.
 - b. Meal preparation that may include: meal planning, shopping, storing, preparing and serving food.
 - c. Household tasks related to maintaining the Veteran's health and safety in the home that may include: housekeeping, laundry, medication reminders, and phone assistance.
 - d. Transportation for Veterans who require assistance during trips.
 - e. Socialization and companionship for Veterans who are at risk of social isolation.
 - f. Other duties as assigned by Veteran that support his/her health and safety in the home.
2. Administrative:
 - a. Adhere to the Health Insurance Portability and Accountability Act (HIPPA) privacy policies and procedures. Maintain confidentiality of all information pertaining to Veteran participants and families.
 - b. Maintain positive working relationships with Veteran participants, family and A6A Staff.
 - c. Maintain a professional appearance at all times.
 - d. Ensure that timesheets are turned in by Noon on the designated day following the end of the pay period. Time sheets are to be signed by the Veteran or Designated Representative. Falsifying the time worked will result in immediate termination of the PCA.

QUALIFICATION AND REQUIREMENTS:

- Be at least eighteen (18) years of age.
- Provide PCA services according to the Veteran’s Service and Support Plan.
- Demonstrate proof of United States Citizenship or a valid Alien Work Permit.
- Hold a Valid driver’s license and proof of auto insurance.
- Pass Background Check.
- Have excellent customer service and listening skills.
- Effectively communicate with the Veteran and A6A Staff.
- Ability to read and write in English.
- Ability to compute basic mathematics.
- Demonstrate the ability to make appropriate professional judgements.
- Strong organizational and problem solving skills.
- Have access to a working telephone for regular communication with Veteran/Designated Representative and VDC Service Coordinator.

PHYSICAL AND ENVIRONMENTAL DEMANDS:

The physical demands described here are representative of those that must be met by employees to successfully perform the essential job functions of this position. In compliance with the Americans Disabilities Act, reasonable accommodations will be considered.

1. Use of hands, wrists, and fingers and lifting or moving up to 75 lbs. may be required.
2. Movements such as stooping, crouching, bending, kneeling, climbing, and reaching are required.
3. This position requires spending a majority of the workday standing and walking with occasional sitting.
4. Noise and/or level of distractions in the work environment is moderate.
5. Specific vision abilities required by this position include close vision, distance vision, and peripheral vision.
6. Ability to operate a motorized vehicle and have reliable transportation for work in the community.

Refer to Addendum A, “Personal Care Needs Inventory” that defines the specific in-home services that the Veteran, the employer, needs/requires at that moment in time. This may be updated due to Veteran’s caregiving needs changing.