

PERSONAL CARE AIDE – LEVEL II

DISTINGUISHING FEATURES OF THE CLASS: An incumbent in this class is responsible for providing assistance with activities of daily living (ADLs) and/or instrumental activities of daily living (IADLs) to assigned clients in accordance with all applicable laws and regulations as well as established policies and procedures. The class is distinguished from Home Health Aide and Nurse Aide by virtue of the non-medical scope and level of responsibility. The work is carried out under the general supervision of a nurse and unit supervisor. A Personal Care Aide – Level II does related work as required.

TYPICAL WORK ACTIVITIES:

- Assists client with any activities of daily living including grooming, bathing/showering, dressing, toileting, and eating;
- Assists client with transferring from bed to chair or wheelchair and/or walking within or outside the home;
- Assists and/or prompts with self-administration of medication, use of supplies and/or equipment;
- Assists with routine skin and nail care and/or changing simple dressings
- Provides routine housework, cleaning, meal preparation, changing linens, laundering, mending, ironing;
- Assists with bill paying, essential errands, shopping, and respite;
Documents duties related to plan of care and notifies RN/supervisor of any changes;
- May escort client to appointments or community activities.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of rights of clients, confidentiality policy regarding personal client information, and HIPAA; ability to work with the aged and infirmed; tact; courtesy; cleanliness; ability to perform physical tasks, such as, walking, lifting, pushing and pulling.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma

SPECIAL REQUIREMENT: At time of appointment must possess and maintain a driver's license to operate a vehicle in New York State.

CATTARAUGUS COUNTY CIVIL SERVICE

Adopted: 08/27/2019