

**TITLE:** Personal Care Assistant

**DEPARTMENT:** Nursing

**SUPERVISOR:** PC Nurse Manager

**LOCATION:** Riverview Manor

**BRIEF DESCRIPTION:** Cares for the personal, physical and emotional needs of the personal care resident under the supervision of the Riverview Manor PC Administrator.

**PRIMARY RESPONSIBILITIES:**

- Cares for the personal, physical and emotional needs of the personal care resident following approved Albright Care Services policies and procedures and instruction from the PC Administrator.
- Assists residents with self-administration of medications and treatments when necessary.
- Bathes, grooms, and dresses residents as needed.
- Assists residents to dining area and supervises mealtimes.
- Assists residents with walking and exercise as needed.
- Assists in transporting residents to medical appointments and activities as needed.
- Maintains a neat and clean environment for the resident.
- Keeps records and reports as required.
- Answers call bells and delivers messages.

**QUALIFICATIONS:**

- Must have a high school diploma, GED diploma or active registry status on the Pennsylvania Nurse Aide Registry.
- Must be 18 years of age or older.
- Must be able to follow oral and written instructions.
- Must be able to communicate effectively with residents and staff.
- Visual acuity to determine change in residents' condition.
- Must be able to assist with the lifting of patients. Must be able to lift and support 25 pounds and push/pull up to 200 pounds.
- Must be a caring person who has an interest in working and caring for the geriatric person.

**PHYSICAL DEMANDS:**

- Manual dexterity used throughout shift to handle equipment and carry out procedures.
- Lift and supports up to 25 pounds and pushes/pulls up to 250 lbs regularly throughout shift.
- Bends, stoops, kneels, pushes, and pulls when attending to the needs of the resident.
- Chance of strains from lifting.