

Let Your Life Shine ✨
**NORMANDIE
RIDGE**
ALBRIGHT CARE-SERVICES

TITLE: Personal Care Assistant

DEPARTMENT: Nursing

SUPERVISOR: Personal Care Administrator

LOCATION: Normandie Ridge

BRIEF DESCRIPTION: Cares for the personal, physical and emotional needs of Albright Care Services residents during an eight-hour period under the supervision of the personal care administrator. Plays an active role in the support plan of the resident's care needs.

PRIMARY RESPONSIBILITIES:

- Assists residents with their ADLs; bathes, grooms and dresses residents per level of care, including skilled nursing as needed.
- Reports both subtle and significant changes in resident functioning and prepares a detailed list of resident personal care needs to the personal care administrator or designee. Provides clear, concise documentation in records and reports as required.
- Administers medication as ordered/reports to the charge nurse if noted discrepancy in medication orders.
- Takes temperatures, pulses, respirations, blood pressure, and weights at designated times and records them.
- Uses wheelchairs to transport or assists residents to walk or exercise.
- Serves meals, cleans dining room after meals and assists with dining room set-up.
- Maintains a neat and clean environment for the resident. Works with other departments; i.e. Housekeeping, Laundry, Maintenance and Dietary to ensure a safe/comfortable living environment that meets the resident's individual preferences and needs. Reports those preferences/needs to personal care administrator.

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 successfully complete the medication administration program and competency exam as required by the Department of Public welfare.
- Must be able to follow oral and written instructions.
- Must be a caring person who has a genuine interest in working and caring for the geriatric person.

PHYSICAL DEMANDS:

- Works inside, around and with others in a well-lighted and ventilated personal care facility.
- Manual dexterity is necessary to handle equipment and carry out procedures.
- Must be able to assist with the lifting of patients. Must be able to lift and support 25 pounds.
- Bends, stoops, kneels, pushes, and pulls when attending to the needs of the resident.