



PACIFIC HEALTH SYSTEMS

PRIVATE HOMECARE SERVICES

Personal Care Assistant (PCA) Job Description

Position Summary

The Personal Care Assistant (PCA) provides non-medical support services to clients in their homes, helping them with activities of daily living (ADLs) to enhance their independence, comfort, and safety. The PCA works under the supervision of a Registered Nurse or designated supervisor.

Duties and Responsibilities

The PCA is responsible for performing the following tasks:

- Assist with personal hygiene including bathing, grooming, dressing, and toileting.
- Provide mobility support, including transferring and ambulation.
- Assist with meal preparation and feeding if necessary.
- Perform light housekeeping tasks such as laundry, dishes, and sweeping.
- Offer companionship and emotional support to clients.
- Monitor and report changes in client condition to the supervisor.
- Comply with infection control protocols and safety procedures.
- Maintain client confidentiality and respect client rights.
- Accurately document care and services provided each day.

Qualifications

- High school diploma or GED.
- Completion of a state-approved PCA training program or equivalent.
- Current CPR/First Aid certification.
- Must pass background checks and health screenings (e.g., TB test).
- Reliable, compassionate, and good interpersonal skills.

Working Conditions

PCAs work in client homes and may encounter a variety of living environments. The role requires physical effort including lifting, standing, and assisting with mobility. Flexibility in schedule and travel between clients may be required.

Reporting

The PCA reports directly to the Supervisory Nurse or designated agency supervisor.

Employee Signature

Date

Supervisor's Signature

Date