

ON-CALL PERSONAL CARE WORKER (PCW)

The On-Call PCW provides in-home assistance for elderly & people with physical disabilities throughout Dane County. The On-Call PCW is required to work AT LEAST one weekend (Saturday and Sunday) per month and will consult with the scheduler to develop a monthly schedule for other available work.

POSITION REQUIREMENTS AND JOB DUTIES

Required:

- Certified Nursing Assistant Certification (CNA) desirable with 1 year of recent experience; 18 months of care experience will be considered in lieu of certification.
- At least 6 months of favorable, continuous employment with the same employer in the last 2 years.
- Undergo a criminal background check.
- Required to work at LEAST one full weekend, Saturday and Sunday per Month.
- Available to work weekdays and weekends.
- Must be at least 18 years of age.
- Ability to lift 50 pounds without restrictions.
- Ability to complete necessary documentation thoroughly and correctly.
- Ability to follow all tasks on the Care Plan
- Ability to communicate effectively with supervisors and consumers in English.
- Access to a reliable vehicle.
- Have a valid driver's license with no restrictions
- Ability to travel throughout Dane County as needed, including during inclement weather.
- Must live within 30 minutes of downtown Madison.
- Ability to travel throughout Dane County.

In addition to the above, successful applicants are dependable, courteous, and respectful.

The On-Call PCW will be expected to perform the job duties listed below with more than one consumer based on the triage calls received by the Scheduler On-Call (SOC). Communication with the SOC is vital in responding quickly and efficiently to each call.

Job duties may include some or all of the following:

- Bathing- Bed bath or assistance with showering, bathtub assistance or hair washing
- Dressing- Total or partial assistance with dressing
- Oral Hygiene- Cleaning teeth or oral hygiene set-up
- Transfers- Assisting person from bed to wheelchair and /or reverse in/out of shower or bathtub, use of mechanical lift or transfer board may be necessary. Positioning may also necessitate lifting.
- Toileting- Assistance getting on/off bedpan, commode or toilet; diapering
- Bladder Care- Application of external catheters, intermittent catheterization, cleaning of urinary drainage equipment
- Bowel Care- Assistance with toileting, may include physical removal of stool and/or cleanup
- Exercises- Assistance with exercise equipment and/or range of motion exercises
- Meal Prep- Grocery shopping; assistance with cooking, meal set up, dishes and kitchen clean up
- Laundry- Assistance with laundry as needed
- Housekeeping- Light housecleaning – may require lifting
- MD visits- Accompany to hospital, clinic, therapy visits
- Observation- Observe skin for changes, redness; pressure sores; swelling
- Time Sheets- Accurately complete and return time sheets according to payroll schedules.
- Other tasks - As listed in the member's individual Care Plan

By Signing below I agree that I have read, understand and agree to the position requirements and the job duties listed.

Signature: _____ **Date:** _____

Community Living Alliance is an EEO/Affirmative Action employer.