

## PERSONAL CARE WORKER (PCW) POSITION REQUIREMENTS AND JOB DUTIES

**Required:**

- At least 6 months of favorable, continuous employment with the same employer in the last 2 years.
- All applicants undergo a criminal background check.
- Must be at least 18 years of age.
- Willingness to learn and ability to provide personal care to the elderly and people with disabilities (Duties as shown below).
- 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.

**Preferred:**

- Ability to travel throughout Dane County
- Available to work evenings, weekends, & holidays
- Previous personal care experience

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

**PCWs provide in-home assistance for elderly & people with physical disabilities throughout Dane County.**

*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.

*Bringing Health, Independence & Dignity Home*