



FOUNDATIONS Group

Of MN, Inc.

JOB DESCRIPTION

Position Title: Personal Care Assistant (PCA)

Accountable to: Program Director

Date written/revised: *Revised 9/09*

Primary Objective of the Position:

Work effectively to assist Service Recipient with Activities of Daily Living (ADLs), Instrumental Activities of Daily Living (IADLs), Health Related Functions, and Redirection and Intervention for behavior in order to meet their physical, social, emotional, and intellectual needs.

Essential Duties and Responsibilities:

Job Duty

- Assist with/perform duties as detailed in Service Recipient's Plan of Care
- Assist Program Director with implementation of expectations and goals
- Communicate with Service Recipient(s), co-workers, parents and agencies in a positive and effective manner
- Project a positive, cooperative, and respectful attitude with Service Recipient(s), co-workers, parents, and agencies
- Communicate with Program Director regularly regarding schedule, service updates, and concerns
- **Medication Assistance Approved:**

Personal Care Assistants or In-Home Support Persons may assist in administering **prescribed medications** when:

1. The Responsible Party pre-measures the medication into a container other than that which the medication is prescribed in;
2. the medication is labeled with the date and time to administer; and
3. any instructions (ex. Must be taken with food) are written by the Responsible Party or included in the Care Plan.

Personal Care Assistants or In-Home Support Persons may assist in administering **PRN (as needed) medications** when:

1. The Responsible Party pre-measures the medication into a container other than that which the medication is purchased in; and
2. the staff is given general directions as to signs or symptoms which would lead to staff contacting the Responsible Party, at which time the Responsible Party will advise staff if medication should be administered.

- **Medication Assistance Not Approved:**

Personal Care Assistants or In-Home Support Persons may **not assist** in the following procedures:

1. Sterile Procedures
2. Injections of fluids into veins, muscles, or skin.

Work NOT Approved:

- **Maximum Hours Worked:** In order to ensure consumer safety, the State of MN has deemed **PCA's may not work over 16 hours in one day, or 275 hours in a given month** for all PCA agencies they provide services through
 - Medication dispensing (dose measurement)
 - Sterile dressing changes
 - Any injection of fluids
 - Home Maintenance or Chore Services
 - Application of Restraints
 - Care not included in Service Recipient's Plan of Care
 - Care while recipient is hospitalized
 - PCA's may not document for any time sleeping as hours worked

Job Outcome

Support consumers to reach their full potential emotionally, physically, and socially.

Qualifications

PCA Must:

- Be 18 years of age or older (***PCA Choice may elect to hire individuals 16-17 years of age who will then be required to meet additional requirements*)
- Have a valid drivers license and vehicle insurance
- Comply with/pass all Criminal Background Studies as required by law
- Successfully complete Foundations Group of MN, Inc. training programs
- Not be:
 - a recipient of personal care services
 - parent or stepparent of recipient if they are a minor
 - spouse of recipient
 - paid legal guardian of recipient
 - family foster care provider of recipient
 - staff of residential setting where recipient resides

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.
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I have received a copy of this job description, understand its contents, and agree to adhere to Essential Duties and Responsibilities

PCA Signature

Date