

PERSONAL CARE AIDE I

DISTINGUISHING FEATURES OF THE CLASS: This is routine work involving the personal care assistance for clients in normal activities of daily living at their place of residence. The tasks provided involve housekeeping, personal hygiene, shopping, and related support services designed to allow clients to remain safely within their residence for as long as possible. The services provided are listed in a care plan designed by an assigned caseworker, and the work is performed under the supervision of an assigned supervisor. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Assists senior with bathing and gives personal hygienic care; Helps patient to the bathroom and in the use of bed pan; Assists patient in performing exercises prescribed by appropriate professional personnel; May assist patient in taking self-administered medication, prescribed by a physician; Makes beds and performs other tasks to provide a suitable environment for patient; Plans and prepares meals for patient and may do personal shopping; Cleans, dusts, washes dishes, and performs a variety of other light housekeeping tasks, essential to patient health care; Cares for patients' clothing, including light washing, ironing, and mending; Attends staff meetings; Prepares a variety of records and reports related to the work; Attends training, workshops, and webinars, and other continuing educational requirements.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Working knowledge of the characteristic needs and interests of the client population served; Ability to understand and carry out non-technical oral and written directions; Mental alertness; Emotional and mental maturity; Sympathetic attitude in caring for the sick; Ability to get along well with others and gain cooperation of the patient; Dependability; Neat appearance; Physical condition commensurate to the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from high school or possession of a high school equivalency diploma, and 6 months of experience in the personal care of individuals in the aging population or with disabilities; And
- B. Current certification as a Personal Care Aide in New York State.

NOTE: Must be up-to date with all required immunizations.

NOTE: Must possess a valid New York State driver license at time of appointment and must be maintained during employment.

Adopted 11/27/23