

Job Descriptions

JOB DESCRIPTION

Connecticut Community Care, Inc. Self-Directed Support Services

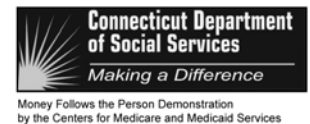
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Getting Started

Before you begin the interviewing process, it is important you know when your potential employee will work for you, and what tasks you expect her/him to assist you with. This will help you find the right person who has the skills needed to do the tasks for that particular position. For example, you may be looking for someone to assist you in the morning to get ready for your day, and most of the position involves personal care (bathing, dressing). You have another position which involves other tasks (driving you to do errands, meal preparation and paperwork). You want to hire the person with the best skills for each position. This tip sheet will help you think about the tasks you need completed, and be clear to the people you are interviewing what is expected of them. This will help to avoid problems with your personal care assistants down the road.



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What Is a Job Description?

A job description is a document which describes the responsibilities or duties of the job. It also lists any qualifications you would like someone you hire to have. For example, you may want someone with experience working as a personal care assistant or who is CPR certified.

A job description is something you create based on your individual needs, and could be different for various positions you have available, as we mentioned previously.

It's a helpful tool during an interview to clearly discuss what is expected, but also to continue to review once an employee is hired. It is useful in communicating what responsibilities are being met, and which are not being met.

A job description may change over time, and it is important you communicate this to your employee.

Developing a Job Description

Now that you know what a job description is, we will talk about the areas to include in the job description in more detail. Job descriptions may include anything you feel is important, but should not list too much detail and should be kept as short as possible. Many job descriptions are limited to one page.



So what areas should you include? Job descriptions usually have seven main areas. These seven areas include:

- ☑ **Position**
- ☑ **Supervised By**
- ☑ **Summary of Work**
- ☑ **Qualifications**
- ☑ **Responsibilities or Duties**
- ☑ **Schedule**
- ☑ **Salary**

Let's discuss these areas in more detail:

- ☑ **Position** – The title of the job.
(EXAMPLE: Personal Care Assistant)
- ☑ **Supervised By** – Who makes decisions and has responsibility for the employees. Usually it is the person with the disability, but sometimes a family member or close friend may also assist in this area if needed. This should be made clear to all employees when they start, and should be consistent.

- ☑ **Summary of Work** – Is a general description of the position.
(EXAMPLE: Provide support with tasks of daily living.)
- ☑ **Qualifications** – This may include what you feel is important to being a good employee (dependable), certifications or other experience requirements (CPR Certified, valid driver's license) or physical requirements (ability to lift). This is specific to your needs.
- ☑ **Responsibilities or Duties** – It is helpful to list specific tasks here, rather than say night time routine. Instead list tasks such as assistance with undressing, assistance with toileting, assistance transferring using a lift, positioning in bed. This will help to avoid confusion since tasks are listed with more detail.
- ☑ **Schedule** – Specify days and times the employee is expected to work.
- ☑ **Salary** – Provide information regarding hourly rate and/or benefits available.

Personal Care Assistance Job Description Worksheet

Instructions: Please check each task you will need assistance with. Use the extra space to describe tasks in more detail.

Bathing:

- Shower or Bath _____
- Wash & Rinse Body _____
- Wash Hair / Condition / Rinse _____
- Dry body thoroughly _____
- Apply lotion or powder _____
- Apply deodorant _____
- Shave _____
- Check supplies (e.g. soap) _____
- Thoroughly dry shower chair _____
- Clean-up bathroom _____
- Put away supplies, etc. _____
- Other _____
- Other _____

Personal Hygiene:

- Comb / brush / style hair _____
- Ear care _____
- Nail care _____
- Wash face / apply moisturizer _____
- Apply make-up _____
- Brush teeth _____
- Other _____
- Other _____

Dressing:

- Dressing _____
- Undressing _____

Transfers:

- Balance when transferring _____
- Pivot transfer _____

Job Description Worksheet Continued

Transfers Continued:

- Total lift (Needs to lift ___ lbs.) _____
- Sliding board _____
- Hoyer Lift (Manual / Electric) _____
- Ceiling Track Lift _____
- Other _____
- Other _____

Toileting:

- Use toilet / Commode / urinal / bed pan _____
- Cleaning _____
- Menstrual Care _____
- Drain leg bag _____
- Hook-up urinary drainage / ostomy equipment _____
- Clean urinary drainage equipment _____
- Other _____
- Other _____

Bladder Care:

- In-dwelling catheter _____
- Condom-drainage _____
- Ilio Conduit _____
- Other _____
- Other _____

Bowel Care:

- Digital Stimulation _____
- Suppositories _____
- Enema _____
- Laxative _____
- Colostomy/Ileostomy _____
- Cleaning-up after _____
- Other _____
- Other _____

Job Description Worksheet Continued

Skin Care:

- Prevent Skin breakdown _____
- Treat skin breakdown _____
- Inform of any irritated skin areas to prevent sores _____

- Other _____
- Other _____

Medication:

- Administer medication _____
- Get prescriptions from the store _____
- Give injections _____
- Other _____
- Other _____

Exercise:

- Range of Motion _____
- Strengthening _____
- Circulation _____
- Assisting with accessing local fitness centers or hydro-therapy _____

- Other _____
- Other _____

Positioning:

- Position in bed _____
- Night time turning assistance and repositioning _____
- Position in chair / wheelchair _____
- Other _____
- Other _____

Respiration:

- Set up ventilator _____
- Set up bipap or other equipment to assist with breathing _____
- Suctioning _____

Job Description Worksheet Continued

Respiration Continued:

- Clear throat and lungs by assisted coughing _____
- Other _____
- Other _____

Other Equipment & Medical Needs:

- Set up environmental control / computer _____
- Set up communication device _____
- Monitor Health (e.g. blood pressure) _____
- Other _____
- Other _____

Meal Preparation & Eating

- Prepare foods _____
- Cook _____
- Serve / cut food _____
- Feed _____
- Tube Feed _____
- Put food away _____
- Clean up (wash dishes / counters / appliances) _____
- Other _____
- Other _____

Household Support:

- Clean refrigerator _____
- Make / change bed _____
- Sweep _____
- Wash / mop floors _____
- Vacuum _____
- Dust _____
- Clean toilet / commode seat and bucket _____
- Scour tub / shower / sink _____
- Empty trash _____
- General clean-up _____
- Wash mirrors / other glass _____
- Wash doors / light switches / door handles _____

Job Description Worksheet Continued

Household Support Continued:

- Wash walls _____
- Wash blinds / curtains _____
- Wash windows _____
- Wheelchair cleaning and maintenance _____
- Arrange for heavier work, home maintenance _____
- Property maintenance (lawn care and snow removal) _____
- Gardening (inside and outside plants / water) _____
- Other household maintenance _____
- Other _____
- Other _____

Laundry:

- Sort clothes _____
- Hand wash items _____
- Put clothes in washer _____
- Put clothes in dryer _____
- Iron _____
- Mend clothes _____
- Bring clothes to & from Dry Cleaners or Laundromat _____
- Other _____
- Other _____

Shopping:

- Assist with making list _____
- Assist in store _____
- Assist with money _____
- Carry purchases home _____
- Put away purchases _____
- Help try on shoes / clothes _____
- Other _____
- Other _____

Other Errands:

- Assist at school / work _____
- Assist at meetings _____

Job Description Worksheet Continued

Other Errands Continued:

- Medical appointments _____
- Counseling appointments _____
- Vocational / Case Management appointments _____
- Banking _____
- Vehicle Maintenance _____
- Cleaning Vehicle _____
- Assist with social events _____
- Assist with attending religious services _____
- General errands / Other _____

Transportation:

- Arrange Transportation _____
- Accessible vehicle driven by assistant _____
- Assistant uses own vehicle _____
- Assistant provides support on public transportation _____
- Assistant provides support on accessible transportation (Para-transit, Dial-a-Ride)

- Other _____
- Other _____

Communication:

- Writing _____
- Telephone _____
- Computer _____
- Sign Language / Interpreting _____
- Other _____
- Other _____

Organizing:

- Clean desk _____
- Organizing paperwork _____
- Filing _____
- Organizing Clothes _____
- Organizing drawers _____
- Organizing closets _____

Job Description Worksheet Continued

Finances:

- Preparing budgets _____
- Paying bills _____
- Making deposits _____
- Making withdrawals _____
- Preparing taxes _____
- Preparing paperwork required for benefits _____
- Assist with mail _____
- Other _____
- Other _____

Animal Care:

- Feeding _____
- Washing out bowls _____
- Filling up bowls _____
- Cleaning up after animal (dog) goes outside _____
- Empty / clean litter box _____
- Organize supplies _____
- Brush / groom _____
- Provide medication as needed _____
- Let in / out of house _____
- Scheduling / Taking to Vet Appointments _____
- Other _____
- Other _____

Child Care:

- Assist with care needs _____
- Assist with household needs _____
- Driving _____
- Other _____
- Other _____

Managing Personal Care Assistants:

- Advertise for PCA _____
- Assist in interviewing PCA _____
- Checking references _____

Job Description Worksheet Concluded

- Hiring / paperwork for PCA _____
- Training PCA _____
- Scheduling _____
- Arranging back-up as needed _____
- Completing timesheets _____
- Other _____
- Other _____

Other Tasks:

- _____
- _____
- _____
- _____
- _____
- _____
- _____



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Sample Job Description – General

Position: Personal Care Assistant (PCA)

Supervised By: (Your Name Goes Here)

Summary of Work: The personal care assistant will provide support with various tasks of daily living, as required based on the needs and choices of the person with the disability.

Qualifications:

- Dependable
- Trustworthy
- Willing to listen and learn new things
- Enjoys meeting new people
- Enjoys providing support to others in achieving their goals

Duties:

Personal Care Tasks: bathing, dressing / undressing, personal hygiene, transfers, toileting, medication, exercise, positioning in bed and wheelchair, and other tasks as required

Household Tasks: housekeeping (cleaning, dusting, vacuuming, etc.), meal preparation, laundry, and other tasks required by the employer

Shopping / Errands: grocery shopping, going to the mall or other stores, going to the bank, going to meetings or medical appointments

Transportation: to and from work, to meetings or medical appointments, to go shopping or other errands. The employer's van will be used for driving upon request

Personal Business: assist with paperwork, organizing, and other tasks as required

Animal Care: provide assistance with feeding, filling up water bowls, minimal grooming, and other small tasks with the employer's Service Dog (or cat)

(Note: Use the Job Description Worksheet to provide you with the various tasks you need support with. This should be very specific to your needs.)

Sample Job Description – Morning

Position: Personal Care Assistant (PCA)

Supervised By: (Your Name Goes Here)

Summary of Work: The personal care assistant will provide support with various tasks of daily living, as required based on the needs and choices of the person with the disability.

Qualifications:

- Dependable
- Trustworthy
- Willing to listen and learn new things
- Enjoys meeting new people
- Enjoys providing support to others in achieving their goals

Duties:

Personal Care Tasks: bathing, dressing, personal hygiene, transfers, toileting, medication, positioning in wheelchair, and other tasks as required

Household Tasks: cleaning bathroom and bedroom after use, laundry, animal care, preparing breakfast, assistance with feeding as needed, and other tasks required by the employer

(Note: Use the Job Description Worksheet to provide you with the various tasks you need support with. This should be very specific to your needs.)

Schedule: Be available to work at the times designated during the interview, with the understanding that occasionally hours may need to be flexible depending upon scheduling needs. Occasional work may also be required to cover shifts in an emergency depending upon your availability. A typical schedule includes:

Mondays–Fridays: 5:30–7:30 AM

Saturdays & Sundays: 8:00–11:00 AM

Salary: \$12.00–\$12.50 per hour depending on qualifications and experience



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Job Description Template

Attached is a job description template you can use to develop your own job description specific to your needs. Please add what you need or take away what is not needed. Develop job descriptions for each position you need. That way when you interview and hire someone, your job descriptions are already developed. If your positions change over time, make adjustments as you go.



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Always Follows the Person's Direction
by the Centers for Medicine and Molecular Sciences

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Source: CT CPASS: You are the Employer: A Guide to Hiring And Managing Personal Assistant Services. Adapted and printed with permission from the University of Connecticut A.J. Papanikou Center for Excellence in Developmental Disabilities Education, Research, and Service.

Job Description

Position: Personal Care Assistant (PCA)

Supervised By:

Summary of Work: The personal care assistant will provide support with various tasks of daily living, as required based on the needs and choices of the person with the disability.

Qualifications:

-
-
-
-

Duties:

Personal Care Tasks:

Household Tasks:

Shopping / Errands:

Transportation:

Personal Business:

Animal Care:

Schedule: Be available to work at the times designated during the interview, with the understanding that occasionally hours may need to be flexible depending upon scheduling needs. Occasional work may also be required to cover shifts in an emergency depending upon your availability. A typical schedule includes:

Mondays–Fridays:

Saturdays & Sundays:

Salary: \$ per hour