Element Care

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| **TITLE:** | Personal Care Specialist | **UPDTED:** | 8/12/2020 |
| **JOB FUNCTION:** | Medical Services | **FLSA STATUS:** | Non-Exempt |

**General Summary:**
The Personal Care Specialist serves as a member of the PACE Interdisciplinary Team. Under the direction of a licensed nurse, incumbent participates in all aspects of the planning, implementation and evaluation of personal care and safety for the participants at the ADH and in the community.

**Essential Functions:**
- Assists participants with all aspects of personal care at the site, and in the community, as directed.
- Assists with meals at the site, including 1:1 feedings. Follows all diet and fluid restrictions, and encourages diet compliance.
- Assists Nursing with specimen collections, oxygen and vital sign monitoring.
- Reports all medical complaints/changes (participant's physical, cognitive and/or functional status) to the primary nurse.
- Serves as an escort for medical, and other pertinent appointments as needed.
- Performs all tasks as indicated on daily assignment.
- Restocks supplies and monitors the cleanliness of exam rooms, bathrooms, kitchen and supply closets.
- Sanitizes tables, chairs, water cooler, exam tables, etc.
- Assist with activities, special projects, and therapeutic 1:1.
- Performs vital signs and transfers participants safely.
- Completes required trainings timely and attends monthly meetings and trainings as required.
- Adheres to all policies and procedures.
- Maintains and attend CPR training as required.
- Ability to pass a fit test. Position requires mask where seal is critical. Incumbent is required to not have facial hair that interferes with a tight seal of the respirator.
- Performs other duties, as required.

**Job Specifications:**
- High School diploma or equivalent preferred.
- HHA certification or equivalent.
- Minimum one (1) year of experience with the geriatric population.
- Ability to relate well to elders and anticipate their needs.
- Ability to perform vital signs, lifting of participants for transfer, and communication of participant changes.
- Effective communication, verbal and written.
- Consistently works in a positive and cooperative manner with team.
- Intermediate Microsoft computer skills preferred.
- Frequent local travel

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