

PERSONAL CARE AIDE

149-C

DISTINGUISHING FEATURES OF THE CLASS: This is non-technical work involving the routine performance of indirect or non-nursing services for sick, disabled or aged persons at their place of residence. Work is subject to general supervision, except activities concerned with actual care of patients, which are performed under direct supervision by the Registered Nurse in charge of the patient.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Changes linen, makes beds and performs other tasks to provide a suitable environment for patients

such as laundering, dusting, vacuuming and light cleaning of home;

May shop for patient if no other arrangements are possible;

Assists patient in payment of bills and other simple business matters;

Prepares meals, including simple modified diets;

May bathe patient in bed, tub or shower;

Assists patient in dressing, grooming, including care of hair, nails, oral hygiene and shaving;

May assist patient on and off bedpan, commode or toilet;

May assist in walking within the home and outside the home, with or without the use of medical

supplies and equipment, such as walkers, canes or wheelchairs;

May transfer patient from bed to chair or wheelchair;

Assists in administration of medication, including prompting patient as to time, identifying

medication for patient, opening container and positioning the patient for medication intake

and storing medication properly;

Assists with transfers, positioning and range of motion exercise;

Follows established infection control practices;

Assists other departments as needed after proper training.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: Ability to understand and carry out routine non-technical, oral and written directions relative to care of patients; ability to accept constructive criticism; ability to maintain the confidentiality of patient care information; physical strength and mental alertness; willingness to cooperate and to carefully follow a prescribed routine; ability to get along well with others and to secure cooperation of patients; discretion; tact and good judgment; neatness; and good appearance.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and proof of completion of a 40 hour personal care training program approved by the New York State Department of Social Services*.

***Note:** The 40 hour personal care training program may be waived by the Department if the candidate can document completion of a nurse's aide, home health aide or other related training program that meets the approval of the New York State Department of Social Services pursuant to Section 505.14 of the NYS Code of Rules and Regulations.

SPECIAL REQUIREMENT: Possession of an appropriate class valid motor vehicle driver's license.

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Jurisdictional Class: Non-Competitive
Public Hearing: Yes
NYS Civil Service Commission Approval: Yes

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