



POSITION DESCRIPTION

JOB TITLE: Personal Care Attendant & Community Support Specialist

SALARY: DOE

REPORTS TO: Case Manager

Personal Care Attendants (PCA)

PCA services help Alaskans of all ages who have functional disabilities and need hands on assistance with activities of daily living such as bathing and dressing. These services are generally provided in the recipient's home, and are designed to allow recipients to remain as independent as possible.

Services Descriptions for PCA:

To qualify for Hearts and Hands of Care personal care services, a consumer must be Medicaid Eligible have health related condition or physical disability which the individual requires hands on assistance with one or more of the following:

Body Mobility How person moves to and from lying/sitting position, turns side to side and positions body while in bed or chair.

Bathing How person takes full body bath/shower, sponge bath, transfers in/out of tub/shower. (EXCLUDE washing of back, hair)

Personal Hygiene/Grooming How person maintains personal hygiene. Washing face/hands, nail and skin care, combing hair, shaving and mouth care (EXCLUDE bathing & toileting)

Dressing /bandages / Oxygen Use How a person completes a non-sterile dressing/bandage change or uses prescribed Oxygen therapy

Locomotion /Walking How person walks for exercise only

Toilet Use How person uses the toilet (or commode, bedpan, urinal); transfers on/off toilet, cleanses, changes pad, manages incontinence, ostomy or catheter, suppositories, digital stimulation and adjusts clothes.

Transfers How person moves between surfaces - to/from: bed, chair, wheelchair, standing position (EXCLUDE to/from bath/toilet).

Dressing/Undressing How person puts on, fastens and takes off all items of street clothing, including donning/removing prosthesis and/or support hose.
Medication Management

Eating/Drinking How person eats and drinks (regardless of skill)

Medication / vital signs / Diabetic Testing Medications by feeding tube, IV drip

Light meal or lunch which each meet at least one-third of the daily RDA Preparation, set up, cut food, place utensils and clean up, subject to limitations set in 7AAC 43.752 (e)(1-3)

Main meal Preparation which each meet at least one-third of the daily RDA Preparation and clean-up of main meal, subject to limitations set in 7AAC 43.752 (e)(1-3)

Light Housework Dusting, picking up living space Kitchen/Bath housework, general cleaning, Service animal care. Changing Linens. Garbage/trash disposal

Laundry Sort laundry, wash, dry, fold and put away.

Shopping Meal planning, preparation of list and purchasing/storing of groceries/household goods, and travel time.

Escort Travel to/from routine medical or dental appointments

Community Support Specialist (CSS)

CSS provide Home and Community Based Waiver Services; Day Habilitation, Respite, Chore, In Home Support, and Supported Living. This program assists individuals who requires nursing level of care to remain in their home or community setting regardless of advanced age or disability, which would usually warrant long-term care in a facility.

Services Descriptions for CSS:

Chore regular cleaning of residence in areas used by the person. Shopping and light meal prep. Heavy household chores. Snow removal for safe access and egress to residence. Chopping wood and haling water, disposing of human waste.

Respite caregiver to give the primary unpaid caregiver a break

Day Habilitation meaningful activities for skill exploration, skill building or maintenance. Commonly associated but not limited to social skill building or pre-employment exploration. Provided in a non-residential setting. Includes transportation time to and from activity. Accompanied with goals and objectives for day habilitation service.

Supported Living supporting a person who lives in his/her own home with implementing goals and objectives related to activities of daily living.

In Home Supports Supporting a person who lives in his/her own home, where a primary unpaid caregiver resides. Assists children learning skills of self-help at home.