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

Personal Hygiene:

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

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

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

Other Errands:
- Assist at school / work
- Assist at meetings
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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