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

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
**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
### 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
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:

☐ ______________________________________________________________________________________
☐ ______________________________________________________________________________________
☐ ______________________________________________________________________________________
☐ ______________________________________________________________________________________
☐ ______________________________________________________________________________________
☐ ______________________________________________________________________________________