



## JOB DESCRIPTION

### PERSONAL SUPPORT SPECIALIST (PSS)

**Objective:** The PSS is responsible for performing direct care related activities as assigned and directed by Caring Companions in Home Care.

All comments, attitudes, actions, and behavior have a direct effect on the client's image and perception of quality service. Interaction with clients, families, physicians, referral services, volunteers, co-workers, supervisors, vendors, etc. must be in a manner that is friendly, supportive, courteous, respectful, cooperative, and professional. This behavior should promote an atmosphere of teamwork that is congruent with the Caring Companions In Home Care standards and guidelines and promote positive relationships.

**Position Requirements:** Licenses or Certifications: CNA, PSS, or PCA. If not certified the employee must enroll in a PSS program within 60 days of hire and complete the program within 6 months.

#### Responsibilities:

Duties and responsibilities may vary between care assignments. These general skills include:

#### Activities of Daily Living: (Reason why client has services; will be offered every shift or per POC)

1. Assisting the client in activities related to personal care:
  - a. Bathing; tub, shower, sponge
  - b. Oral hygiene, mouth care, denture care
  - c. Hair care (shampoo, brush, style)
  - d. Grooming, skin care, nails, foot care
  - e. Dressing
2. Assisting with elimination:
  - a. Assisting to bathroom/commode
  - b. Incontinence care
  - c. Routine ostomy care
  - d. Emptying urinary drainage bags/attaching leg bags
  - e. Assisting with bedpans, urinals
3. Assisting the client with transfer and mobility:
  - a. Ambulation with walker, cane, or another assistive device
  - b. Assisting with wheel chair
  - c. Assisting with transfer devices, e.g. Hoyer lift.
4. Assisting the client with dietary needs:
  - a. Observe and record if appropriate intake and output of foods and fluids
  - b. Preparing meals/fluids
  - c. Assist client in feeding if appropriate
  - d. Observe and report difficulties in chewing, swallowing, diarrhea, constipation, or poor intake

## Instruments of Activities of Daily Living

5. Assisting the client with light housekeeping in **client common areas**.
  - a. Dishes (only client dishes)
  - b. Vacuuming
  - c. Sweeping/mopping
  - d. Infection control (kitchen & bathroom)
  - e. Client laundry
  - f. Contact supervisor if asked to do a task not on list

We are responsible for what is on the care plan and within our scope of practice.

6. Reporting changes in client condition and needs immediately (during the shift).
7. Ability to seek assistance as needed (ask for help).
8. Self-directed within scope of job duties (Understand POC and know what daily tasks are).
9. Ability to understand and follow through with directions.
10. Ability to communicate effectively and when appropriate with clients, families, supervisors, and co-workers.
11. Adhere to HIPAA/confidentiality guidelines (Do not talk about clients with ANYONE but supervisor).
12. Maintains documentation in a clear, complete manner (See how to fill out timesheet/communication log).
13. Performs errands and transport duties as outlined in the plan of care.
14. Attendance, on time and utilizes time effectively
  - a. No changing the schedule
  - b. No speaking to client about availability/speak only to management
15. Demonstrates appropriate knowledge and competence of designated skills identified for position (ask for training if you are asked to do something you have never done before).
16. Maintains a safe environment for clients and their families.
17. Performs all other appropriate duties as assigned by supervisor.

**Transportation Requirements:** Driving/transporting clients as outlined in the plan of care requires a reliable vehicle, clean driving record, and liability insurance.



# Job Description Acknowledgement

I have been given a written job description and fully understand what my expectations are of this position. I agree that if in the future I am asked by a client to do something that is not specifically stated in this job description I will ask my supervisor before completing the task. It is my responsibility if I do not understand to ask for clarification. By signing this acknowledgment, I am also admitting that I understand that once hired by Caring Companions I am representing not only myself but the company and will act in a manner that does not negatively impact myself, the company name, or any other person working for Caring Companions In Home Care.

I also agree by signing this form that appropriate documentation can be provided to prove PSS or CNA certification. If not certified, I am agreeing to enroll in a certification program within 60 days of hire paid for by Caring Companions In Home Care.

Employee Signature \_\_\_\_\_

Date: \_\_\_\_\_

Employee must sign and return this page, and only this page, to a member of management prior to first day of scheduled work. Failure to do so may result in a delay to the start of employment.

Employee should be present for the receiving management member's signature below.

\_\_\_\_\_  
Receiving Management Signature

\_\_\_\_\_  
Date

