

## Sample Job Description – General

**Position:** Personal Care Assistant (PCA)

**Supervised By:** (Your Name Goes Here)

**Summary of Work:** The personal care assistant will provide support with various tasks of daily living, as required based on the needs and choices of the person with the disability.

**Qualifications:**

- Dependable
- Trustworthy
- Willing to listen and learn new things
- Enjoys meeting new people
- Enjoys providing support to others in achieving their goals

**Duties:**

**Personal Care Tasks:** bathing, dressing / undressing, personal hygiene, transfers, toileting, medication, exercise, positioning in bed and wheelchair, and other tasks as required

**Household Tasks:** housekeeping (cleaning, dusting, vacuuming, etc.), meal preparation, laundry, and other tasks required by the employer

**Shopping / Errands:** grocery shopping, going to the mall or other stores, going to the bank, going to meetings or medical appointments

**Transportation:** to and from work, to meetings or medical appointments, to go shopping or other errands. The employer's van will be used for driving upon request

**Personal Business:** assist with paperwork, organizing, and other tasks as required

**Animal Care:** provide assistance with feeding, filling up water bowls, minimal grooming, and other small tasks with the employer's Service Dog (or cat)

*(Note: Use the Job Description Worksheet to provide you with the various tasks you need support with. This should be very specific to your needs.)*

**Schedule:** Be available to work at the times designated during the interview, with the understanding that occasionally hours may need to be flexible depending upon scheduling needs. Occasional work may also be required to cover shifts in an emergency depending upon your availability. A typical schedule includes:

**Mondays–Fridays:** 5:30–7:30 AM (morning routine), 7:30–9:30 AM (transportation for work), 12:00–1:30 PM (lunchtime routine), 4:00–6:00 PM (transportation for work) and 6:00–9:00 PM (evening/bedtime routine)

**Saturdays & Sundays:** 8:00–11:00 AM (morning routine), 1:00–6:00 PM (daytime routine), 7:00–10:00 PM (evening/bedtime routine)

**Salary:** \$12.00–\$12.50 per hour depending on qualifications and experience



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### **Connecticut Community Care, Inc. Self-Directed Support Services**

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