

JOB DESCRIPTION

Title: Personal Support Specialist (PSS)
Supervisor: PSS Team Supervisor, Coordinating Supervisor
Position Status: Part-time, Per Diem, Non-exempt (Hourly)

Position Summary:

To provide consumers with assistance in the activities of daily living related to a male or female consumer's personal care (i.e. bathing, elimination, etc.) and instrumental activities of daily living related to maintaining a household (i.e. vacuuming, laundry, meal preparation, housekeeping, etc).

Accountabilities and Responsibilities:

1. To assist the consumer in those activities related to an individual's personal care.
 - A. To bathe or assist with partial bath, shower/tub.
 - B. To assist with grooming: Oral hygiene, hair care, hand and foot cleaning and basic skin care.
 - C. To assist with clothing, dressing/undressing.
2. To assist with toileting.
 - A. To assist to and from bathroom.
 - B. To use appropriate procedures for commode, bedpan, urinal and incontinent products.
3. To assist consumer with transfers and mobility.
 - A. To assist ambulation with walker, cane and use of other assist devices.
 - B. To assist with mobility, transfers from bed to chair and wheelchair use.
 - C. To use proper body mechanics at all times for consumer and self.
4. To assist consumer with health maintenance activities relating to daily living and instrumental activities of daily living. Health maintenance activities include, but are not limited to: catheterization, ostomy care, preparation of food and tube feedings, bowel treatments, administration of medications, care of skin damaged with integrity, occupational and physical therapy activities such as assistance with prescribed exercise regimes. (Note: specialized training is needed to perform some of these activities.)
5. To assist in the maintenance of a clean and safe environment.
 - A. To practice Universal Precautions.
 - B. To perform appropriate Infection Control techniques for self and consumer.
 - C. To perform good housekeeping techniques when cleaning kitchen, bathroom, bedroom, floors, vacuum/sweeping, bed making/changing, dusting, and dish washing.
 - D. To identify safety hazards in the home.
 - E. To know and follow the established consumer contingency plan.
 - F. For medical emergency, call 911 or ambulance.
 - G. To report any unsafe conditions and hazards to your Supervisor immediately.
6. To meet the consumers' dietary needs.
 - A. To assist in meal planning and perform shopping duties.
 - B. To prepare and/or assist the consumer with preparation of a basic nutritious meal.
 - C. To prepare or assist with preparation of Low Salt, High Caloric, No Concentrated Sweet diets or other special diets.
 - D. Observe and report a change in consumer's usual eating and drinking habits.
7. To provide optimal consumer satisfaction while meeting all program standards and government regulations as outlined in this job description.
 - A. To effectively communicate with consumers and families, including those with a physical, emotional or mental impairment.
 - B. To perform all services in a manner which supports the consumer's Bill of Rights.
 - C. To maintain the confidentiality of all consumer and family information.
 - D. To behave in a positive and cooperative manner with consumer and family at all times.
 - E. To perform only those tasks for which he/she has received written authorization.
 - F. To report to work on time or notify Supervisor and consumer (when feasible) in a timely manner if unable to work.
 - G. Build a helping, professional relationship with the consumer within agency boundaries.

8. To observe and report any unusual or significant changes in the consumer's status.
 - A. To observe and report changes noted in health (i.e., vomiting, pain, shortness of breath).
 - B. To observe and report changes in behaviors (i.e., mood swings, crying, withdrawal, hyperactivity, assaultive).
 - C. To observe and report changes noted in mental state (i.e., disorientation to person, place and time, impaired judgment).
 - D. To notify appropriate person of any observed changes before the end of scheduled work hours.
9. To accurately complete and submit all required documents in a timely manner.
 - A. To complete appropriate timesheets and obtain the consumer's signature.
 - B. To complete paid travel time forms when applicable.
 - C. To forward all timesheets to Administrative Office according to the payroll schedule.
 - D. To attend all mandatory safety and educational training and meetings.
10. Complete Personal Support Specialist (PSS) course within six (6) months of date of hire. No course is required if currently a certified PCA/PSS or CNA. Inactive CNA's may choose to take the competency-based examination of didactic and demonstrated skills or take PSS course. Complete yearly education requirements.

Nature and Scope:

As an employee of Home Care for Maine, the Personal Support Specialist (PSS) reports directly to the Home Care for Maine Coordinating Supervisor. However, when a PSS is working in an assigned consumer's home, the care provided is under the immediate direction of the consumer, his/her family or other household member.

Each consumer has an individually designed Service Plan which is developed by the Home Care for Maine Supervisor, and the consumer and/or designee. The PSS may only perform the tasks listed on the service plan.

Home Care for Maine is committed to maintaining the independence and safety of the consumer and our employees. The safety policies and procedures are outlined in your Handbook and at orientation. These policies and procedures are in place for your health and well-being as well as the consumer's.

Ability to work in an unstructured setting and a non-traditional supervisory situation, while providing personal care, requires special skills and abilities: Understanding the aging process and being committed to maintaining the consumer's quality of life; build a caring, professional relationship; respecting the privacy, the dignity, and rights of the older person.

The PSS/PCA position is partially regulated by the Office of Elder Services as outlined in their policy manual.

Minimum Qualifications:

- Strong interpersonal skills and caring nature.
- 18 years of age or older.
- High School Diploma, GED, or equivalent.
- Ability to perform duties of position. A variety of bending, reaching forward and over the head, crouching, climbing stairs, some moving and lifting (35 pound limit), repetitive pushing/pulling, capable of using mechanical lift, and other minor supportive activities.
- Demonstrated commitment to quality job performance and dependability (favorable references and work history).
- Must have a background that is free from criminal convictions for crimes against persons, including, without limitation, theft, abuse, neglect or sexual misconduct.
- Valid driver's license with insured and inspected vehicle and clean driving record.
- Ability to pass Orientation Class; including 14 quizzes with a score of 70 or better and pass final test with a score of 79 or better.

Essential Job Functions

Ability to follow all Home Care for Maine policies/procedures. Ability to drive or ride in a motor vehicle. Ability to perform personal care duties (for both men and women) and perform house cleaning duties including, but not limited to: vacuuming, dusting, cleaning dishes, cleaning the bathroom or kitchen areas, washing floors, doing the laundry, grocery shopping and cleaning various items as requested. Ability to twist, bend, push, pull, kneel, walk, reach, sit, stand for long periods and lift up to, but not in excess of 35 lbs., as the job requires. Ability to go up and down stairs as the job requires. Ability to read, understand and follow consumer service plans. Ability to effectively listen and speak with consumers to arrange and deliver services in their homes. Ability to use discretion and independent judgment to report information about a consumer's progress or issues verbally or in writing to agency staff. Ability to complete timesheets, purchase logs and other documents that show services have been provided and policy has been followed. Ability to complete and pass the Personal Support Specialist (PSS) within (6) months of date of hire if not currently certified.

Essential Job Functions-Physical Demands

TASK	DESCRIPTION	REQUIREMENTS
Making bed/ Changing linens	Straighten bed clothes or strip bed linens and make up with fresh linens	Bend, pull, use both hands, reach, lift up to 35 lbs.
Empty trash	Dispose of trash or garbage- may require walking short distance to trash disposal receptacle for home or building complex	Use of both hands and arms, lifting up to 35 lbs., bend and reach
Grocery Shopping	Drive vehicle to store, shop for items, get purchased items from store to car and car to home and put away at consumer's home	Driving, use of hands/arms, reaching, lift up to 35 lbs., request fewer items in each bag, able to transfer in and out of vehicle, walk short distance
Errands	Drive vehicle, shop or retrieve items for consumer, assist consumer with transfer in and out of vehicle. Assist moving cane, walker or lightweight wheelchair in and out of vehicle	Ability to assist consumer in and out of home and in and out of vehicle, walk short distance
Meal Preparation	Prepare meals based on consumer preferences and special dietary needs. Use blender and other utensils as needed	Standing, bend to get food items, use of hands and arms, ability to reach, lift up
Provide personal care and hygiene to assist with bed bath, shower, or sponge bath	Assist consumer with bathing in a mode the consumer chooses such as tub, shower, bed or sitting on chair	Use of upper extremities, bending, moving around to assist consumer, reaching and stretching
Climb Stairs	Ascend and descend stairs when needed	Go up and down stairs
Clean Kitchen	Perform duties to clean areas in kitchen, wipe stove, counters, tables, cupboards, defrost refrigerator	Stand, bend, reach and stoop. Lift up to 35 lbs.
Clean Bathroom	Clean toilet, tub/shower, sink, wipe walls and wash or mop floor, empty commode/urinal when applicable	Stand, bend, reach and stoop. Lift up to 35 lbs.
Transfer person in and out of bed, chair or wheelchair	Assist consumer to get in and out of bed, chair or wheelchair	Stand, bend, reach, stretch and lift up to 35 lbs.

TASK	DESCRIPTION	REQUIREMENTS
Assist with walking, Exercising	Assist consumer to get from place to place with standby or hands on weight bearing assist	Stand, bend, reach, stretch and lift up to 35 lbs. and walk short distances
Vacuum	Vacuum floors	Use vacuum with push/pull motion and walking
Wash Floors	Use mop to wash floors, carry bucket of water weighing less than 35 lbs.	Stand, walk short distances, lift up to elbow, push/pull movement
Bathroom Duty	Assist consumer to transfer on and off commode or toilet	Stand, bend, reach and stoop. Lift up to 35 lbs.
Dishwashing	Wash dishes, dry and put away	Stand, walk short distances, stretch to put items in cupboard, use of both hands and arms
Laundry	Wash and dry laundry, fold and put away	Stand, walk short distances, stretch to put items in closet, use both hands and arms

I have read the complete job description and can fully perform the physical demands of the Essential Job Functions.
(The Agency will not discriminate against the qualified, disabled applicant who may be capable of performing the essential requirements of the job with reasonable accommodation.)

Applicant Signature: _____ Date: _____