



## O\*Net Occupational Review

### Selected Criteria:

Occupation: **Personal and Home Care Aides**

***For information about more occupations, go to <http://online.onetcenter.org/> and click "Find Occupations"***

### Occupation Description

Assist elderly or disabled adults with daily living activities at the person's home or in a daytime non-residential facility. Duties performed at a place of residence may include keeping house (making beds, doing laundry, washing dishes) and preparing meals. May provide meals and supervised activities at non-residential care facilities. May advise families, the elderly, and disabled on such things as nutrition, cleanliness, and household utilities.

**Sample of reported job titles:** Certified Nursing Assistant (CNA), Caregiver, Personal Care Assistant (PCA), Community Living Specialist, Companion, Direct Service Provider, Habilitation Training Specialist, Individual Service Staff (ISS), Personal Care Provider (PCP), Personal Home Care Aide

### Tasks

- Perform health care related tasks, such as monitoring vital signs and medication, under the direction of registered nurses and physiotherapists.
- Administer bedside and personal care, such as ambulation and personal hygiene assistance.
- Prepare and maintain records of client progress and services performed, reporting changes in client condition to manager or supervisor.
- Perform housekeeping duties, such as cooking, cleaning, washing clothes and dishes, and running errands.
- Care for individuals and families during periods of incapacitation, family disruption or convalescence, providing companionship, personal care and help in adjusting to new lifestyles.
- Instruct and advise clients on issues such as household cleanliness, utilities, hygiene, nutrition and infant care.
- Plan, shop for, and prepare nutritious meals, or assist families in planning, shopping for, and preparing nutritious meals.
- Participate in case reviews, consulting with the team caring for the client, to evaluate the client's needs and plan for continuing services.

- Transport clients to locations outside the home, such as to physicians' offices or on outings, using a motor vehicle.
- Train family members to provide bedside care.

I have read and discussed the above job duties as described above for a Personal and Home Care Aide with my Case Manager.

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Participant Signature

Date

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Case Manager Signature

Date