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# Example of Care Aide Job Description

Our innovative and growing company is searching for experienced candidates for the position of care aide. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for care aide

* Attend all staff meetings, in-services and Family Partnership events
* Help maintain facility in a safe, clean and satisfactory condition
* Communicate daily with center management, all staff, substitutes and volunteers, which include sharing daily program plans and discussing goals for children
* Be under the direction of the Resident Care Supervisor and with clinical supervision by a Registered Nurse, the Lead Personal Care Aide is expected to serve in a leadership role with other Aides to complete all required documentation, assure that all care and medications are administered appropriately, to solve problems, and to communicate with the staff of the next shift
* Schedules and coordinates tasks to be performed by other Patient Care Assistant (PCA), in cooperation with other housing and clinic staff
* Participates in participant /resident orientation to the ElderPlace facility
* Provides input and information for service/care plans
* Represents PCA staff at planning and program development meetings, Patient Care Technician (PCT) meetings and other site specific meetings
* Schedule and coordinate tasks to be performed by other Patient Care Assistant (PCA), in cooperation with other housing and clinic staff
* Participate in participant /resident orientation to the ElderPlace facility

## Qualifications for care aide

* Ability to operate single disk floor machine, battery/electric floor burnishers, auto-scrubber, carpet extractor and rotary shampoo
* CPR certification – Maryland only
* One (1) year of health care aide experience
* Please submit an application by clicking "apply to this job" located near the top of the screen
* Must have verifiable experience providing care for groups of infants, toddlers and/or preschoolers
* Experience in using Creative Curriculum and/or Teaching Strategies Gold