Downloaded from <https://www.velvetjobs.com/job-descriptions/personal-care-attendant>

# Example of Personal Care Attendant Job Description

Our growing company is hiring for a personal care attendant. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for personal care attendant

* Transports residents by ambulation or by wheelchair to areas of center (dining room, lobby and activities)
* Prepares resident for meals
* Delivers between meal nourishment and fresh drinking water to residents
* Delivers fresh ice water to water pitchers maintained at bedside for each resident (unless directed otherwise by the licensed staff for individual residents on fluid restriction)
* Changes, disinfects, and makes occupied or unoccupied beds, collects and bags soiled linen and placed soiled clothing in appropriate receptacle
* Observes safety needs of residents
* Converses with resident and family
* Maintains effective communication with residents, families and center staff
* Follows established infection precautions, adheres to universal Blood and body fluid precaution
* Attends and participates in scheduled in-service program and staff meetings

## Qualifications for personal care attendant

* Maintains confidentiality of necessary information, to include all protected health information
* Performs other work assignments as may be required and as assigned by supervisor
* Adhering to and conveying philosophy of supporting dignity, privacy, independence, choice, individuality, and a home-like environment for Resident
* Receiving and giving report from the previous shift
* Reviewing assignments with Designated Supervisor
* Reading the staff communication records and maintaining familiarity with Resident records as required