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# Example of Personal Care Job Description

Our company is searching for experienced candidates for the position of personal care. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for personal care

* Assist with preparation and distribution of meals and snacks
* Maintain general order, infection control, and cleanliness of the center/home site, equipment and supplies
* Participate in emergency and fire drill exercises
* Answer telephone, takes and relays messages as directed
* Serves as ElderPlace site liaison related to clinic appointments
* Communicate effectively across site work groups / areas
* Serve as EP site liaison related to clinic appointments
* Monitors pendant system and answers Residents’ call signals to determine Residents’ needs in 15 minutes or less according to Assisted Living Facility Standards
* Assists resident with dressing as needed and assigned, so that resident will be dressed appropriately for season and time of day
* Assists residents with ambulation and transferring as needed and assigned so that residents can move safely through the building

## Qualifications for personal care

* Quality / high standard mind-set
* Associates degree in HR, Business or related field or (4+) years of equivalent experience lieu of degree, required
* 2+) years’ experience as a Recruiter or Recruiting Coordinator required
* Current cardiopulmonary resuscitation (CPR) certification within 6 months of hire
* Current caregivers have until 2019 to obtain AHA certification, which then must be maintained
* Standard First Aid certification