



Example of Personal Care Job Description

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

Responsibilities for personal care

- Champion the mission and vision of the organization and project a positive and professional image for the agency in the community
- Places purchase orders of basic forecasted, repetitive, and standing purchase order programs
- Assists in the preparation and implementation of model stock plans and seasonal buying plans
- Assigns style numbers to line items procured and maintains UPC files
- Assists in the preparation of advertising sheets, coop forms, worksheets, secures samples and performs other related duties as needed in conjunction with all corporate promotional events
- Participate in retail marketing meetings, merchandise clinics, functional training courses for department(s) assigned, as required
- Keeps abreast of current industry/market trends for assigned department(s) by receiving trade publications, market offerings and information from the commercial sector
- Under the direction of a Registered Nurse, provide personal care and assistance to Elderplace Participants and create/maintain a physical and social environment consistent with residence care needs
- Cardiopulmonary Resuscitation (CPR) and Standard First Aid
- American Heart Association Basic Life Support (AHA-BLS) for Healthcare Provider certification and CPR must be obtained within 6 months of hire (Current caregivers have until 2019 to obtain AHA-BLS certification, which then must be maintained)

- Self-motivated with strong community involvement
- Must have valid, unrestricted certification in the state (Personal Care Aide or Home Health Aide desired) and maintain CEU's
- Must have valid, unrestricted certification in the state (PCA/HHA desired) and maintain CEU's
- Must have valid, unrestricted certification in the state (PCA and or HHA only) and maintain CEU's
- Current certification in cardiopulmonary resuscitation (CPR)
- Proficient PC skills with Microsoft Suite (Word, Excel)