



Example of Personal Care Job Description

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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

- Current caregivers have until 2019 to obtain AHA certification, which then must be maintained
- Standard First Aid certification