

MOUNTAIN HOME HEALTH CARE, INC.  
P.O. BOX 2566, TAOS, NM 87571  
630 PASEO DEL PUEBLO SUR #180, TAOS, NM 87571  
(575) 758-1024

## JOB DESCRIPTION: PERSONAL CARE ATTENDANT (PCA)

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### POSITION SUMMARY

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The Personal Care Attendant works under the supervision of a PCA Supervisor and performs tasks that contribute to client's comfort and safety in the home.

Reports to: PCA Supervisor

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### Qualifications

1. Be eighteen (18) years of age.
2. Demonstrate ability to read, write, follow written Plan of Care and document tasks performed.
3. Be self-directed and work with minimal supervision.
4. Demonstrate dependability, tact, patience, and the ability to follow instructions.
5. Possess good interpersonal communication skills.
6. Have experience in cooking, cleaning, laundry, and shopping.
7. Possession of a current New Mexico Driver's License, car insurance (liability), and a clean driving record.
8. Have no disqualifying felony convictions; including, but not limited to: homicide, trafficking, kidnapping, aggravated assault, battery, rape, or other related sexual offences, crimes involving adult abuse, neglect or financial exploitation, child abuse or neglect, robbery, embezzlement, credit card fraud, or receiving stolen property.

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### ESSENTIAL FUNCTIONS/ AREAS OF ACCOUNTABILITY

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1. Functions within the limitations of the individual assignment.
2. Attends to the client's request promptly.
3. Provides companionship, emotional support, and housekeeping services.
4. Assists with meal planning, purchase of food, and food preparation.

5. Assists client to live in clean, safe environment:
  - a. Cleans bathroom and kitchen area, including stove and refrigerator.
  - b. Personal errands, per client and agency request.
  - c. Laundry.
  - d. Vacuuming and dusting.
  - e. Cleaning floors.
  - f. Changing bed linens.
6. Knows and follows infection control policies including proper handwashing techniques.
7. Assists with personal hygiene as necessary.
8. Maintains appropriate communication with the Supervisor (written and verbal) and with all members of the interdisciplinary team.
9. Documents care given and pertinent observations accurately as directed by the Supervisor.
10. Treats clients and families with respect. Maintains confidentiality.
11. Accepts and fulfills assignments with the agency. Exercises judgment in accepting assignments.
12. Attends required in-service programs per agency policy.
13. Completes annual CPR certification and First Aid training.
14. Completes initial Orientation and passes Personal Care Attendant test.
15. Adheres to MHHC's privacy practices as described in our privacy notice.

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## PHYSICAL/ENVIRONMENTAL DEMANDS

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See ADA Requirements.

I have read and understand the above job description of the Homemaker.

Signed \_\_\_\_\_ Date \_\_\_\_\_