

Job Posting
08/16/11

Title: Personal Care Assistant
Status: Part-Time, Non-Exempt Salaried, 20 hours per week
Evening (4:00 p.m. – 12:00 a.m.) OR Night (12:00 a.m. – 8:00 a.m.) shifts
Must be available to work a minimum of 2 weekends a month and some Holidays
Location: Utica
Position Overview:

To assist the Administrator/LPN in providing hands on consumer care within the confines of NYS DOH Home Health Aide scope of tasks.

Key Responsibilities:

- To assist consumers with housekeeping, laundry, shopping, bill paying and other essential errands as well as personal hygiene assistance.
- Accurate and timely documentation of tasks rendered for the customer.
- Provide timely and complete assignment sheets and progress notes to the agency.
- Housekeeping Tasks, including but not limited to, shopping, changing beds, laundry, preparing meals, dust, vacuuming, light cleaning, dishwashing, listing supplies needed, bills paying and other essential errands.
- Personal Hygiene Tasks, including but not limited to, dressing, feeding, nutrition, and environmental support functions, bathing, grooming, toileting, walking, transfer, skin care, turning and positioning, and other assist as needed within the scope of a Personal Care Aide's certification.

Required Background

- Current PCA or HHA certification or individuals willing to be trained to receive a certification who have a minimum of 6 months of home care experience within the current year.
- A minimum of 6 months of home care experience within the current year is required.
- Aides must have reliable transportation to take consumers to and from appointments, a valid driver's license and an acceptable driving record.
- **Ability to effectively communicate changes in the patient's condition to your immediate supervisor, ability to identify care and quality concerns.**
- A pre-employment physical, PPD and proof of an MMR are required.
- Satisfactory DOH fingerprinting results are required as well as clearance for OIG Medicaid Fraud, Sexual Offender background checks.
- Minimum of High School diploma or G.E.D. is preferred.
- Experience with individuals with disabilities is highly preferred.
- Excellent verbal communication skills are required as well as the ability to work with individuals from diverse backgrounds.
- Able to maintain confidentiality of all work related information,

RCIL covers all/most of pre-employment medical requirements, PCA training and certificate costs.

If you are interested and qualified, we encourage you to submit a cover letter and resume to Resources.

External candidates may apply at recruiting@rcil.com, or via our website at www.rcil.com. You may send your resume or apply in person: RCIL, PO Box 210, 409 Columbia Street, Utica, NY 1350. Attention: Human Resources.

RCIL is an Equal Opportunity Employer. Women, minorities and Individuals with disabilities encouraged to apply.