



# Patient Care Assistant Senior Helpers Maine LLC

**JOB TITLE:** Patient Care Assistant

**DEPARTMENT:** Homecare

**SUPERVISOR:** Krystal Boswell

Healthcare as we know it is ever-changing and so are the needs of our community members. For those who can seek the relevant care they need, research shows their life expectancy is typically greater than those who are confined at home. Senior Helper Maine wishes to create a new and improved version of home care services. We recognize the needs within our community and redesigned the features of home-based care to provide those services required by the members of our community who are homebound and/or struggling to maintain their dignity and independence at home. Our mission is to remodel home care service into walk-in-home care, where all you need to maintain good health is at your door.

## GENERAL JOB DESCRIPTION

A Care Assistant provides care for people, often who are elderly. They enable them to live more independently for as long as possible. This often involves duties, such as helping clients get ready for the day, doing daily tasks, and providing companionship.

## MAJOR DUTIES AND RESPONSIBILITIES

- \* Assisting clients in their daily personal tasks, such as bathing or dressing.
- \* Maintain confidentiality and protect Senior Helpers Maine LLC by keeping information concerning operations, patients, and employees confidential.
- \* Perform housekeeping tasks, such as laundry, washing dishes, and vacuuming.
- \* Help to organize a client's schedule and plan appointments.
- \* Arrange transportation to doctors' offices or other outings.

## MINOR DUTIES AND RESPONSIBILITIES

Conversations Encouraging fluids  
Meal Planning  
verbal cueing  
sitting or companionship

## QUALIFICATIONS FOR THE JOB

### *Education:*

you only need a high school diploma/GED or equivalent and on-the-job training. You provide personal care directly to patients, but no medical care.

### *Experience:*

preference is given to those with homecare or patient care experiences

### *Other:*

preference is given to those with Basic life support BLS and other training.

## **KEY COMPETENCIES**

Fluent in English, has a valid driver's license, has a reliable vehicle, basic computer skills, must be able to read and write

## **PHYSICAL REQUIREMENTS**

The physical requirements described here are representative of those that must be met to successfully perform the essential functions of this job at an acceptable standard. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is required to stand, sit and walk; frequently use hands to finger, handle, or feel, including operation of a standard computer keyboard and other medical office equipment; reach with hands and arms and talk, see, and hear. Eye-hand coordination and manual dexterity are required. The employee must occasionally lift/move up to 25 pounds, bend, stoop, stretch, or crouch. Specific vision abilities required by the job include close vision, color vision, distance vision, and the ability to adjust focus; prolonged visual acuity is required.

**Signature Approved By:**

---

**Date Approved:**

---

**Date Last Reviewed:**

---

**Last Reviewed By:**

---