

# Personal Care Assistance Job Description Worksheet

Instructions: Please check each task you will need assistance with. Use the extra space to describe tasks in more detail.

## Bathing:

- Shower or Bath \_\_\_\_\_
- Wash & Rinse Body \_\_\_\_\_
- Wash Hair / Condition / Rinse \_\_\_\_\_
- Dry body thoroughly \_\_\_\_\_
- Apply lotion or powder \_\_\_\_\_
- Apply deodorant \_\_\_\_\_
- Shave \_\_\_\_\_
- Check supplies (e.g. soap) \_\_\_\_\_
- Thoroughly dry shower chair \_\_\_\_\_
- Clean-up bathroom \_\_\_\_\_
- Put away supplies, etc. \_\_\_\_\_
- Other \_\_\_\_\_
- Other \_\_\_\_\_

## Personal Hygiene:

- Comb / brush / style hair \_\_\_\_\_
- Ear care \_\_\_\_\_
- Nail care \_\_\_\_\_
- Wash face / apply moisturizer \_\_\_\_\_
- Apply make-up \_\_\_\_\_
- Brush teeth \_\_\_\_\_
- Other \_\_\_\_\_
- Other \_\_\_\_\_

## Dressing:

- Dressing \_\_\_\_\_
- Undressing \_\_\_\_\_

## Transfers:

- Balance when transferring \_\_\_\_\_
- Pivot transfer \_\_\_\_\_

## Job Description Worksheet Continued

### Transfers Continued:

- Total lift (Needs to lift \_\_\_ lbs.) \_\_\_\_\_
- Sliding board \_\_\_\_\_
- Hoyer Lift (Manual / Electric) \_\_\_\_\_
- Ceiling Track Lift \_\_\_\_\_
- Other \_\_\_\_\_
- Other \_\_\_\_\_

### Toileting:

- Use toilet / Commode / urinal / bed pan \_\_\_\_\_
- Cleaning \_\_\_\_\_
- Menstrual Care \_\_\_\_\_
- Drain leg bag \_\_\_\_\_
- Hook-up urinary drainage / ostomy equipment \_\_\_\_\_
- Clean urinary drainage equipment \_\_\_\_\_
- Other \_\_\_\_\_
- Other \_\_\_\_\_

### Bladder Care:

- In-dwelling catheter \_\_\_\_\_
- Condom-drainage \_\_\_\_\_
- Ilio Conduit \_\_\_\_\_
- Other \_\_\_\_\_
- Other \_\_\_\_\_

### Bowel Care:

- Digital Stimulation \_\_\_\_\_
- Suppositories \_\_\_\_\_
- Enema \_\_\_\_\_
- Laxative \_\_\_\_\_
- Colostomy/Ileostomy \_\_\_\_\_
- Cleaning-up after \_\_\_\_\_
- Other \_\_\_\_\_
- Other \_\_\_\_\_

## Job Description Worksheet Continued

### Skin Care:

- Prevent Skin breakdown \_\_\_\_\_
- Treat skin breakdown \_\_\_\_\_
- Inform of any irritated skin areas to prevent sores \_\_\_\_\_  
\_\_\_\_\_
- Other \_\_\_\_\_
- Other \_\_\_\_\_

### Medication:

- Administer medication \_\_\_\_\_
- Get prescriptions from the store \_\_\_\_\_
- Give injections \_\_\_\_\_
- Other \_\_\_\_\_
- Other \_\_\_\_\_

### Exercise:

- Range of Motion \_\_\_\_\_
- Strengthening \_\_\_\_\_
- Circulation \_\_\_\_\_
- Assisting with accessing local fitness centers or hydro-therapy \_\_\_\_\_  
\_\_\_\_\_
- Other \_\_\_\_\_
- Other \_\_\_\_\_

### Positioning:

- Position in bed \_\_\_\_\_
- Night time turning assistance and repositioning \_\_\_\_\_
- Position in chair / wheelchair \_\_\_\_\_
- Other \_\_\_\_\_
- Other \_\_\_\_\_

### Respiration:

- Set up ventilator \_\_\_\_\_
- Set up bipap or other equipment to assist with breathing \_\_\_\_\_
- Suctioning \_\_\_\_\_

## Job Description Worksheet Continued

### Respiration Continued:

- Clear throat and lungs by assisted coughing \_\_\_\_\_
- Other \_\_\_\_\_
- Other \_\_\_\_\_

### Other Equipment & Medical Needs:

- Set up environmental control / computer \_\_\_\_\_
- Set up communication device \_\_\_\_\_
- Monitor Health (e.g. blood pressure) \_\_\_\_\_
- Other \_\_\_\_\_
- Other \_\_\_\_\_

### Meal Preparation & Eating

- Prepare foods \_\_\_\_\_
- Cook \_\_\_\_\_
- Serve / cut food \_\_\_\_\_
- Feed \_\_\_\_\_
- Tube Feed \_\_\_\_\_
- Put food away \_\_\_\_\_
- Clean up (wash dishes / counters / appliances) \_\_\_\_\_
- Other \_\_\_\_\_
- Other \_\_\_\_\_

### Household Support:

- Clean refrigerator \_\_\_\_\_
- Make / change bed \_\_\_\_\_
- Sweep \_\_\_\_\_
- Wash / mop floors \_\_\_\_\_
- Vacuum \_\_\_\_\_
- Dust \_\_\_\_\_
- Clean toilet / commode seat and bucket \_\_\_\_\_
- Scour tub / shower / sink \_\_\_\_\_
- Empty trash \_\_\_\_\_
- General clean-up \_\_\_\_\_
- Wash mirrors / other glass \_\_\_\_\_
- Wash doors / light switches / door handles \_\_\_\_\_

## Job Description Worksheet Continued

### Household Support Continued:

- Wash walls \_\_\_\_\_
- Wash blinds / curtains \_\_\_\_\_
- Wash windows \_\_\_\_\_
- Wheelchair cleaning and maintenance \_\_\_\_\_
- Arrange for heavier work, home maintenance \_\_\_\_\_
- Property maintenance (lawn care and snow removal) \_\_\_\_\_
- Gardening (inside and outside plants / water) \_\_\_\_\_
- Other household maintenance \_\_\_\_\_
- Other \_\_\_\_\_
- Other \_\_\_\_\_

### Laundry:

- Sort clothes \_\_\_\_\_
- Hand wash items \_\_\_\_\_
- Put clothes in washer \_\_\_\_\_
- Put clothes in dryer \_\_\_\_\_
- Iron \_\_\_\_\_
- Mend clothes \_\_\_\_\_
- Bring clothes to & from Dry Cleaners or Laundromat \_\_\_\_\_
- Other \_\_\_\_\_
- Other \_\_\_\_\_

### Shopping:

- Assist with making list \_\_\_\_\_
- Assist in store \_\_\_\_\_
- Assist with money \_\_\_\_\_
- Carry purchases home \_\_\_\_\_
- Put away purchases \_\_\_\_\_
- Help try on shoes / clothes \_\_\_\_\_
- Other \_\_\_\_\_
- Other \_\_\_\_\_

### Other Errands:

- Assist at school / work \_\_\_\_\_
- Assist at meetings \_\_\_\_\_

## Job Description Worksheet Continued

### Other Errands Continued:

- Medical appointments \_\_\_\_\_
- Counseling appointments \_\_\_\_\_
- Vocational / Case Management appointments \_\_\_\_\_
- Banking \_\_\_\_\_
- Vehicle Maintenance \_\_\_\_\_
- Cleaning Vehicle \_\_\_\_\_
- Assist with social events \_\_\_\_\_
- Assist with attending religious services \_\_\_\_\_
- General errands / Other \_\_\_\_\_

### Transportation:

- Arrange Transportation \_\_\_\_\_
- Accessible vehicle driven by assistant \_\_\_\_\_
- Assistant uses own vehicle \_\_\_\_\_
- Assistant provides support on public transportation \_\_\_\_\_
- Assistant provides support on accessible transportation (Para-transit, Dial-a-Ride)  
\_\_\_\_\_
- Other \_\_\_\_\_
- Other \_\_\_\_\_

### Communication:

- Writing \_\_\_\_\_
- Telephone \_\_\_\_\_
- Computer \_\_\_\_\_
- Sign Language / Interpreting \_\_\_\_\_
- Other \_\_\_\_\_
- Other \_\_\_\_\_

### Organizing:

- Clean desk \_\_\_\_\_
- Organizing paperwork \_\_\_\_\_
- Filing \_\_\_\_\_
- Organizing Clothes \_\_\_\_\_
- Organizing drawers \_\_\_\_\_
- Organizing closets \_\_\_\_\_

## Job Description Worksheet Continued

### Finances:

- Preparing budgets \_\_\_\_\_
- Paying bills \_\_\_\_\_
- Making deposits \_\_\_\_\_
- Making withdrawals \_\_\_\_\_
- Preparing taxes \_\_\_\_\_
- Preparing paperwork required for benefits \_\_\_\_\_
- Assist with mail \_\_\_\_\_
- Other \_\_\_\_\_
- Other \_\_\_\_\_

### Animal Care:

- Feeding \_\_\_\_\_
- Washing out bowls \_\_\_\_\_
- Filling up bowls \_\_\_\_\_
- Cleaning up after animal (dog) goes outside \_\_\_\_\_
- Empty / clean litter box \_\_\_\_\_
- Organize supplies \_\_\_\_\_
- Brush / groom \_\_\_\_\_
- Provide medication as needed \_\_\_\_\_
- Let in / out of house \_\_\_\_\_
- Scheduling / Taking to Vet Appointments \_\_\_\_\_
- Other \_\_\_\_\_
- Other \_\_\_\_\_

### Child Care:

- Assist with care needs \_\_\_\_\_
- Assist with household needs \_\_\_\_\_
- Driving \_\_\_\_\_
- Other \_\_\_\_\_
- Other \_\_\_\_\_

### Managing Personal Care Assistants:

- Advertise for PCA \_\_\_\_\_
- Assist in interviewing PCA \_\_\_\_\_
- Checking references \_\_\_\_\_

# Job Description Worksheet Concluded

- Hiring / paperwork for PCA \_\_\_\_\_
- Training PCA \_\_\_\_\_
- Scheduling \_\_\_\_\_
- Arranging back-up as needed \_\_\_\_\_
- Completing timesheets \_\_\_\_\_
- Other \_\_\_\_\_
- Other \_\_\_\_\_

## Other Tasks:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_



*In partnership with*



## Connecticut Community Care, Inc. Self-Directed Support Services

The preparation of this document was financed under an agreement with the Connecticut Council on Developmental Disabilities.