

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:

- _____
- _____
- _____
- _____
- _____
- _____
- _____



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