

## JOB DESCRIPTION – PERSONAL CARE ASSISTANT

Providers of DD Waiver services are limited to the amount, duration, and scope of the services described on the recipient's support plan and current approved cost plan.

Personal care assistance is a service that assists a recipient with eating and meal preparation, bathing, dressing, personal hygiene, and other self care activities of daily living. The service also includes activities such as assistance with meal preparation, bed making and vacuuming when these activities are essential to the health, safety and welfare of the recipient and when no one else is available to perform them. This service is provided on a one-on-one basis. Personal care assistance may not be used solely for supervision. Personal care assistance may not be used as a substitute for a meaningful day activity.

<b>TABLE 1 SERVICE SUMMARY</b>	
<b>Scope</b>	<b>PERSONAL CARE ASSISTANT</b>
Minimum Qualifications	18 years old AND 1 year experience working in a medical, psychiatric, nursing or child care setting, or with recipients having developmental disabilities. *College, vocational or technical training from accredited institution can substitute at the rate of 30 semester, 45 qtr or 720 classroom hrs for required experience.
Minimum Training Requirements	CPR within 30 days of hire HIV/AIDS/Infection Control within 30 days of hire Other training, as required
Documentation to be Maintained	Copy of Claim Copy of Service Log Copy of Driver License, Vehicle Insurance, Vehicle Registration
Documentation Provided to WSC	Copy of Service Log (monthly)
Place of Service	Not in the provider's home In the recipient's own home, family home or in the community
Limitations	No more than 180 hrs/month Additional hours (meeting the requirements for intense level of PCA) may be requested but must be approved by APD (*See the Handbook for specific information on intense and moderate levels of PCA)
Special Considerations	Providers are NOT reimbursed for transportation and travel costs