GENEUSCARE, LLC

GEORGIA • EMPLOYEE JOB DESCRIPTION

Personal Care Assistant (PCA)

Service category	**Personal Care**
Work location	Client homes in GeneusCare's approved Georgia service area
Employment status	Part-time, nonexempt hourly (W-2); schedule varies by client needs
Reports to	Administrator / designated supervisor; RN for assigned clinical oversight as applicable
License	Georgia PHCP Provisional Permit #PHCP046159

Position Summary

Assist clients with nonmedical activities of daily living under an individualized care plan and appropriate supervision.

Essential Responsibilities

- Provide assistance with bathing, grooming, dressing, toileting, incontinence care, mobility, transfers, and eating as authorized by the service plan and training.
- Observe and promptly report changes in client condition, safety risks, incidents, and suspected abuse or neglect to the supervisor.
- Follow infection prevention, hand hygiene, fall prevention, emergency response, and client-rights procedures.
- Document visits, tasks completed, client response, and accurate start/end times; promptly report missed or changed visits.
- Offer respectful companionship and incidental meal preparation or light household assistance within the care plan.
- Do not administer medications, perform skilled nursing procedures, or accept duties outside training, authorization, or the agency license.

Minimum Qualifications and Conditions

- Meet applicable Georgia PHCP personal care aide training and competency requirements before independent assignment.
- Experience supporting older adults or people with disabilities preferred; reliable transportation and ability to travel to assigned homes.
- Ability to safely perform essential physical tasks with or without reasonable accommodation.
- Satisfactory required background determination and baseline TB screening before client assignment.

Scheduling, Conduct and Safety

Employees must attend required orientation and ongoing training, follow the individualized care plan and supervisor instructions, report hours worked accurately, maintain professional boundaries, and follow confidentiality, incident-reporting, infection-control, and abuse-prevention policies. Overtime must be approved in advance but all hours worked will be paid as required by law.

Physical / Work Environment

Work occurs in private residences and may involve standing, walking, bending, and assisting clients with movement. Essential functions and reasonable accommodations will be evaluated individually. Employees must promptly disclose any unsafe assignment or task outside their competence.

Equal Employment Opportunity

GeneusCare provides equal employment opportunity and reasonable accommodations as required by applicable law. This description summarizes the role and may be updated consistent with law and agency needs; it is not an employment contract.