

ERIE COUNTY

JOB POSTING #2023-005

POSITION: Personal Care Assistant
DEPARTMENT: The Meadows Care Facility
SALARY: \$16.00/hr. + shift differential
POSTING DATE: 8:00 a.m., January 1, 2023
CLOSING DATE: 4:30 p.m., December 31, 2023

MINIMUM REQUIREMENTS

High school or GED; preferred. No prior experience necessary. Ability to read and write. Ability to understand (and carry out written and oral instructions). Ability to tolerate a working environment that includes daily contact with physically and mentally disabled. Satisfactory passing of tuberculosis testing to be updated as necessary in accordance to the needs of the facility. Must possess basic computer skills. Ability to be truthful and be seen as credible in the workplace. Erie County residency preferred.

Pre-employment physical and drug screen required.

An in-depth job description can be reviewed at the Human Resources Office at 2900 Columbus Avenue, Sandusky.

Qualified applicants apply at the Department of Human Resources, 2900 Columbus Avenue, Suite 210, Sandusky, Ohio OR visit Erie County's website, www.eriecounty.oh.gov, where employment applications and current job postings are available for viewing and/or downloading. Applications are also available and accepted at OhioMeansJobs at Erie County Job and Family Services, 221 West Parish Street, Sandusky (operating hours 8:00 a.m. - 4:30 p.m. Monday through Friday). PLEASE NOTE: A completed Erie County application must be received in the Human Resources Department by 4:30 p.m., 12/31/23. EOE/AA/ADA

Approved for Content Maureen E. Wilson 1/3/23

Approved for Posting NS Jan 13 23

2023-005 ERIE COUNTY JOB OPENING ANNOUNCEMENT

Where Applications Taken:

Erie County Human Resources Office
Erie County Services Center
Second Floor, Room 207
2900 Columbus Avenue
Sandusky, Ohio 44870

Office Hours:

8:00 a.m. till 4:30 p.m.
Monday through Friday

Where Postings Sent:

Erie County Care Facility	Human Resources
Erie County Court	Courthouse
Firelands Campus	O.B.E.S.
Ohio Business College	B.V.R.
W.S.O.S.	Goodwill
Health Department	C.A.C.
Newspaper	NAACP
SHS Vocational Ed.	Terra Tech
All County Bulletin Boards	Your Job Store

ERIE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

Erie County does not discriminate on the basis of race, color, national origin, sex, religion, age or disability status in employment or the provision of services.

DEPARTMENT: **Meadows Care Facility** POSITION: **Personal Care Assistant**

POSTING DATE: 8:00 a.m., Sunday
January 1, 2023

LOCATION: 3916 E. Perkins Ave.
Huron, OH 44839

CLOSING DATE: 4:30 p.m., Sunday
December 31, 2023

WORKING HOURS: Varies & Flexible

EFFECTIVE DATE: A.S.A.P.

SALARY: \$16.00 / hr. + shift differential

Description of the Job:

The Personal Care Assistant is responsible for performing duties to enhance the quality of services provided for residents by ensuring everyone has water, snacks, refreshments and ice; assisting aides as needed; making beds; changing sheets; accompanying residents to external appointments; comforting residents; supervising residents, documenting what they do day to day.

Essential Functions to be Performed:

- Makes and turns down beds.
- Delivers ice to resident rooms.
- Answers telephone and directs calls as appropriate.
- Delivers snacks to those residents who do not require assistance in feeding.
- Transports residents as requested.
- Cleans and straightens resident rooms including drawers and closets.
- Observes safety needs of residents including use of bedrails, rail pads and other protective supports.
- Identifies safety/security hazards, ensures resident is out of immediate danger, reports to appropriate personnel.
- Thinks and acts calmly and logically to meet unusual occurrences of the job without being thrown off stride.
- Dementia Special Care Unit--Follows all appropriate safety and security guidelines, procedures and protocol for residents in the Unit; Maintains appropriate, effective communication with residents, and with residents' family or other significant relationships; Provides all care, treatment and services with appropriate dementia care protocols; Participates in relevant educational and training activities as appropriate.
- Performs all other duties as assigned or directed.

Minimum Qualifications:

- High School Graduate or GED: Preferred.
- No prior experience necessary.
- Ability to read and write.
- Ability to understand (and carry out written and oral instructions).
- Ability to tolerate a working environment that includes daily contact with physically and mentally disabled.
- Ability to maintain a sympathetic attitude towards patients.
- Ability to keep information confidential.
- Ability to develop and maintain effective working relationships with associates, supervisors, residents, and the general public.
- Satisfactorily passing of physical examination and tuberculosis testing to be updated as necessary in accordance to the needs of the facility.
- Skill in oral and written communication.
- Ability to be truthful and be seen as credible in the workplace.
- Must possess basic computer skills.

Other Requirements: Must be able to communicate with residents and staff; Must be able to follow directions and to complete assigned tasks; Must be able to read, write, understand and speak the English language; Previous experience with Geriatrics preferred, but not required; Special care/dementia care employees will have additional training in caring for and treating dementia residents; Must be able to work with elderly residents, families, and other health care staff members.

Qualifications Desirable of Employment:

Any combination of training and work experience which indicates possession of the skills, knowledge, and abilities listed above. An example of an acceptable qualification for this portion is:

- Satisfactorily passing of physical examination and tuberculosis testing to be updated as necessary according to the needs of the facility.
- Erie County residents preferred.

Physical Requirements:

- Alternate frequently between sitting/standing/walking throughout an eight (8) hour work day.
- Lift/carry a maximum of fifty (50) pounds.
- Reaching with bilateral upper extremities into/up to/down to various heights.
- Push/pull with twenty (25) pounds of initial force.
- Climb onto stepladder (2 steps).
- Bend/squat/crouch/kneel.

WRITTEN APPLICATIONS MUST BE COMPLETED BY CLOSING DATE