

POSITION: Personal Care Aide (PCA)

NON-EXEMPT | PART-TIME / FULL-TIME | FIELD POSITION

Department	Reports To	FLSA Status	Payer Programs
Field Operations	Care Coordinator / RN Supervisor	Non-Exempt	Anthem, Sentara, Aetna, UHC

POSITION SUMMARY

The Personal Care Aide (PCA) provides in-home personal care and support services to Medicaid beneficiaries enrolled in the Virginia CCC Plus Waiver program administered by the Department of Medical Assistance Services (DMAS). The PCA assists clients with Activities of Daily Living (ADLs) and Instrumental Activities of Daily Living (IADLs) as specified in each client's authorized Plan of Care, working under the supervision of a Registered Nurse (RN) and in compliance with all DMAS program requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Personal Care Services

- Assist clients with bathing, grooming, oral hygiene, dressing, and personal hygiene
- Provide mobility assistance including transfers, positioning, ambulation, and fall prevention
- Assist with toileting, incontinence care, and bowel/bladder programs per Plan of Care
- Prepare and assist with nutritious meals and feeding as directed
- Perform light housekeeping tasks directly related to client care (laundry, dishes, vacuuming)
- Provide medication reminders (NOT administration) as authorized in the Plan of Care

EVV & Documentation Compliance

- Clock in and out of every shift using the Sandata/MyEVV Electronic Visit Verification system
- Document all services rendered accurately in the MyEVV app at time of service
- Immediately report EVV system failures to the scheduling office
- Complete and submit all required shift notes and activity logs per DMAS guidelines

Communication & Reporting

- Report any changes in client condition, safety concerns, or incidents to the supervising RN immediately
- Maintain professional, respectful communication with clients, family members, and AHCC staff
- Participate in all required in-service training and continuing education programs
- Cooperate fully with managed care organization (MCO) audits and reviews

MINIMUM QUALIFICATIONS

- High school diploma or GED equivalent required
- Valid Virginia PCA certification or Home Health Aide (HHA) certification

ADVANCED HOME CARE CONNECT, INC.

14904 Richmond Hwy, Suite 206 | Woodbridge, VA 22191
(571) 477-9568 | info@advancedhomecareconnect.com

JOB DESCRIPTION

Virginia CCC Plus Waiver | DMAS

- Current CPR/First Aid certification (American Heart Association or Red Cross)
- Current TB test (negative result within 12 months)
- Must pass a Virginia criminal background check — no barrier crimes per 12VAC30-122
- Must pass OIG/SAM exclusion list check prior to hire and annually thereafter
- Valid driver's license and reliable transportation preferred
- Ability to communicate effectively in English (written and verbal)
- Minimum 18 years of age

PHYSICAL REQUIREMENTS

The PCA must be able to perform the following physical activities regularly:

- Lift and/or transfer clients weighing up to 50 lbs with or without assistive devices
- Stand, walk, bend, stoop, kneel, and reach for extended periods
- Push/pull wheelchairs and medical equipment
- Work in a client's home environment which may include stairs, pets, and varying conditions

WORK ENVIRONMENT & SCHEDULE

- Services are provided in clients' private residences throughout Northern Virginia
- Shifts vary based on client authorization hours; part-time and full-time opportunities available
- Evening, weekend, and holiday availability may be required
- Travel between client homes may be required

COMPLIANCE REQUIREMENTS

All AHCC employees must maintain current credentials at all times. Failure to maintain the following will result in removal from the schedule until resolved:

- Active PCA/HHA certification with no lapse in licensure
- CPR certification renewed before expiration date
- Annual TB test (negative result)
- Completion of all required annual in-service training hours per DMAS/12VAC5-381
- Compliance with all EVV requirements under the Virginia CCC Plus Waiver

EQUAL OPPORTUNITY EMPLOYER

Advanced Home Care Connect, Inc. is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.