

Sample Job Description Questions



Here is a list of questions that could be used to develop a job description:

- Brief summary of work
- What are the qualifications for this job?
(Examples: dependability, able to follow directions, need a valid driver's license, knows first aid, able to lift a certain amount, knows any special medical training, etc...)
- Do they have a Social Security Number or permit to work in this country?
- Any educational/training requirements?
- What are the duties of this job?
- What personal cares need to be done?
(Examples: bathing, grooming, cooking, laundry, toileting, driving and transfers)
- Are there any preferences?
(Examples: animal lover, smoker or non-smoker, language skills)
- What are the shift times?
- What is the salary?

Sample PCA Job Descriptions



Personal Care Assistant

DUTIES: The person in this position will assist the employer with activities of daily living. The employer is a 25 year-old man who has a physical disability, lives in his own apartment and uses a wheelchair. Specific activities include assistance with bathing, dressing, personal hygiene, toileting (includes bowel and bladder care), eating, transferring to and from the wheelchair, taking medications and range of motion exercises. The position also involves meal preparation, housekeeping, shopping, laundry and other household chores. The position requires a valid Minnesota driver's license, as the attendant will drive the employer's adapted van occasionally.

EDUCATION AND EXPERIENCE: Nothing specific is required, though some experience providing attendant services in the home of a person with a disability is helpful.

SALARY RANGE: \$9.50 to \$11.50 an hour depending upon experience.

BENEFITS: Health insurance, sick and vacation leave, worker's compensation.

HOURS: 2 hours a day in the early morning, typically 6:00 to 8:00 a.m., and some weekend hours.

OTHER REQUIREMENTS: The person selected should be prompt, reliable, and able to work independently and have good personal hygiene. The person selected must submit to a criminal background check.

Personal Assistant Needed

Summary of Work:

The personal assistant will provide valuable supportive services to a person with physical disabilities.

Qualifications:

- Must be dependable, drug and alcohol free, and able to follow directions
- Must have documentation of current immunizations, TB test and hepatitis B vaccine
- Should have basic first aid training and CPR certification
- Must pass PCA required training module
- Must have state driver's license
- Must have a Social Security number or a permit to work in this country.

Duties:

The duties of this job include, but are not limited to:

- Personal care services such as bathing, skin care, shampoo, grooming, caring for teeth, helping in and out of bed and assistance with medications
- Assistance with bowel and bladder care by performing catheterization, emptying catheter and changing colostomy drainage bags
- Assistance with transfers, range of motion exercises, and other activities to increase muscle strength, self-care and independence
- Housekeeping, including vacuuming, cleaning bathroom, making bed, etc.
- Shopping, grocery and personal
- Driving on occasion
- Participation in in-service education programs on aspects of the employer's disability.

Schedule:

Be available to work Monday through Friday 7:00 a.m. – 9:30 a.m. and 6:30 p.m. – 9:00 p.m. Occasional work on weekends.

Salary:

\$9-\$11 per hour, depending on qualifications and experience.

Sample Job Application



Job Application: Please Print or Type

Name First		Middle	Last	
Address		City		State Zip
Phone number (cell and home)		Driver's License number		State issued

Education

Name	City/State	Years Attended	Date Graduated
High School			
College			
Other Education			

Employment History

1. Employer		Phone number ()	
From	To	Position or Title	
Supervisor's Name			
Reason for leaving			
2. Employer		Phone number ()	
From	To	Position or Title	
Supervisor's Name			
Reason for leaving			
3. Employer		Phone number ()	
From	To	Position or Title	
Supervisor's Name			
Reason for leaving			

What days are you available to work?		What times?	
Are you available on short notice?	Yes	No	Would you want extra hours?
			Yes
			No
Have you completed required DHS training?	Yes	No	Have you passed the DHS background study?
			Yes
			No

Employment Reference Information

1. Name	Phone number ()
Company	City/State
Relationship to you	
Can I contact this person?	Yes No
2. Name	Phone number ()
Company	City/State
Relationship to you	
Can I contact this person?	Yes No
3. Name	Phone number ()
Company	City/State
Relationship to you	
Can I contact this person?	Yes No
<p>I declare that all information provided is true and complete. My signature on this document provides permission to contact my references for more information and conduct a criminal background check</p>	
Signature	Date

Interviews and the Law



You cannot ask certain questions at any time during the applicant search or interview process. These questions, if asked, violate the Minnesota Human Rights Act. The following are guidelines on what you can or cannot ask or do during an interview.

Subject	Do NOT Ask or Do	May Ask or Do
Marital status	Are you married? Single? Divorced? Engaged? Separated? Maiden Name?	AFTER hire, marital status for insurance or tax needs only.
Children	Do you have children at home? How old? Who takes care of them? Do you plan to have children?	AFTER hire, number and ages of children for insurance needs only.
Housing	Do you own your home? Do you rent? Do you live in an apartment or a house?	If you have no telephone, how can I reach you?
Criminal record	Have you ever been arrested or spent time in jail?	If criminal background checks are required, you may ask, "Have you ever been convicted of a serious crime?"
Military status	What type of military discharge do you have? In what branch did you serve?	Are you a veteran? Do you have job-related military experience?
National origin	Of what country are you a citizen? Nationality of applicant's parents. Native-born or naturalized? Languages commonly used by applicant.	Are you an U.S. citizen? If not, do you have the legal right to remain permanently in the U.S.? Languages applicant speaks and writes fluently are O.K.
Age	How old are you?	Are you over 18? Age may be asked when an employee must be of a legal minimum age. AFTER hire, exact age or date of birth can be asked.
Ethnic background	Any questions about ethnic origin. Any notes regarding complexion or color of skin.	
Religion		AFTER hire, you may ask about religious observances that might interfere with work.

PCA Face-to-Face Interview Questions



Here is a list of sample questions that could be included in a job interview:

1. Have you ever worked as a PCA before? Where? How long?
2. What is your experience with people with disabilities?
3. Why are you interested in being a PCA?
4. Are you looking for temporary or permanent work?
5. What other jobs have you had?
6. What did you like or dislike about those jobs?
7. Why did you leave those jobs?
8. Talk about the job description and the duties they would need to perform. Then ask if any of these tasks make them uncomfortable. Why?
9. Do you prefer a job which is highly structured or one that is more flexible (i.e., regular hours or a changing schedule)?
10. Tell me about a mistake you made at a previous job and how you handled it.
11. How would you get to work?
12. What hours and days are you available?
13. Everyone who works as a PCA must pass a criminal background check. Is this going to be a problem?
14. Everyone who works as a PCA must complete the DHS online training module and pass the test. Have you done that yet?

Sample PCA Reference Check Questions



It is good to begin the conversation with an introduction of why you are checking this reference and then briefly explain the job description. Then, you can begin to ask questions.

Here is a list of questions you could ask an **employer reference** for a potential PCA:

1. How long did **(insert name)** work for you?
2. Was **(insert name)** dependable?
3. How was **(insert name)** attendance?
4. Do you consider **(insert name)** to be honest?
5. How did **(insert name)** take supervision?
6. Can **(insert name)** work independently?
7. Did **(insert name)** get along with other employees?
8. Would you hire **(insert name)** again?

Here is a list of questions you could ask a **personal reference** for a potential PCA:

1. What is your relationship with **(insert name)**?
2. How long have you known **(insert name)**?
3. In your opinion, is **(insert name)** trustworthy?
4. Would you want **(insert name)** to work for you in my situation?
5. Are there any outstanding things, either positive or negative, I should know about **(insert name)** before hiring them?

Sample Monthly Staffing Schedule for PCAs



June 2007

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 8-10 AM Joan 6-9 PM Jill	2 6-8 AM Linda 6-10 PM Lou	3 6-8 AM Linda 6-10 PM Lou	4 6-8 AM Linda 6-10 PM Lou	5 6-8 AM Linda 6-10 PM Lou	6 6-8 AM Linda 6-10 PM Lou	7 8-10 AM Joan 6-9 PM Jill
8 8-10 AM Mary 6-9 PM Meg	9 6-8 AM Linda 6-10 PM Lou	10 6-8 AM Linda 6-10 PM Lou	11 6-8 AM Linda 6-10 PM Lou	12 6-8 AM Linda 6-10 PM Lou	13 6-8 AM Linda 6-10 PM Lou	14 8-10 AM Mary 6-9 PM Meg
15 8-10 AM Joan 6-9 PM Jill	16 6-8 AM Linda 6-10 PM Lou	17 6-8 AM Linda 6-10 PM Lou	18 6-8 AM Linda 6-10 PM Lou	19 6-8 AM Linda 6-10 PM Lou	20 6-8 AM Linda 6-10 PM Lou	21 8-10 AM Joan 6-9 PM Jill
22 8-10 AM Mary 6-9 PM Meg	23 6-8 AM Linda 6-10 PM Lou	24 6-8 AM Linda 6-10 PM Lou	25 6-8 AM Linda 6-10 PM Lou	26 6-8 AM Linda 6-10 PM Lou	27 6-8 AM Linda 6-10 PM Lou	28 8-10 AM Mary 6-9 PM Meg
29 8-10 AM Joan 6-9 PM Jill	30 6-8 AM Linda 6-10 PM Lou					

Sample Weekly PCA Task Schedule



Morning Tasks/Cares (every day of the week)

- Giving morning medications
- Draining leg bag
- Changing catheter and cleaning area
- Grooming (washing face and upper body, brushing teeth, combing hair, applying deodorant)
- Dressing (getting clothes out and helping me put them on)
- Transfer to wheelchair (preparing chair, transfer and positioning in chair)
- Preparing breakfast

Morning Tasks/Cares (Monday-Friday)

- All the cares listed in every day of the week, and
- Showering and washing hair
- Preparing lunch to take to work

Morning Tasks/Cares (Saturday-Sunday)

- All the cares listed in every day of the week and
- Preparing lunch

Evening Tasks/Cares (every day of the week)

- Preparing supper
- Cleaning up kitchen
- Giving evening medications
- Helping with undressing
- Transferring to bed and positioning once in bed
- Emptying leg bag
- Cleaning of urinary bags
- Charging wheelchair

Housekeeping Chores

- Monday — laundry
- Tuesday — dusting and vacuuming
- Wednesday — grocery shopping
- Thursday — cleaning kitchen and bathroom
- Friday — taking out recycling and garbage

Bowel Cares (Tuesday, Thursday and Sunday evenings)

- Emptying leg bag
- Cleaning of urinary bags
- Assistance with suppositories, evacuation and clean-up

Sample PCA Evaluation Form



Date:

PCA's Name:

Use the following rating scale from 1 to 5 to rate the employee's following attributes:

1. Attendance	1 Poor	2	3 Average	4	5 Superior
Follows work schedule					
Reports to work on time					
No excessive absences					
Gives appropriate notice for absences					

2. Performance	1 Poor	2	3 Average	4	5 Superior
Job knowledge					
Follows instructions					
Ability to work with minimal supervision					
Performs job duties well					

3. Behavior	1 Poor	2	3 Average	4	5 Superior
Trustworthy					
Open to suggestion					
Communicates well					
Positive attitude					
Willing to learn					

4. What areas does the PCA need more training in?

5. What changes does the PCA need to make in work, attitude or behavior?

6. What changes do we need to make to improve our working relationships?

7. List any ideas or concerns the PCA wants to talk about.

Comments

Date of next evaluation:

PCA's Signature _____

Consumer's Signature _____

Sample PCA Notice of Unsatisfactory Job Performance



Date _____

To _____ From _____

Re: Unsatisfactory Job Performance

As we discussed in our meeting on _____ regarding your recent poor performance and/or behavior on the job, below are listed the items/issues that require improvement and the agreed upon corrective actions/steps you will take to make those improvements:

Issue 1:

Steps toward improvement:

Issue 2:

Steps toward improvement:

Issue 3:

Steps toward improvement:

Please be aware, you are a valuable employee. It is hoped that by addressing the above issue(s) your job performance will improve and no further corrective measures will be necessary.

Employer Signature _____

Employee Signature _____