

JOB OPPORTUNITY

Part-Time PCA (Patient Care Assistant) position

1. Arranges transportation (rideshare, taxi, or congregational vehicle) for medical appointments and reminds patient of the appointment ahead of time.
2. Assists patient in remembering to bring the necessary paperwork/documentation to the appointment and accompanies the patient throughout the appointment.
3. Assists patient with transferring in and out of vehicle and to/from exam table/chair if needed and any clothing changes that need to be made during the appointment.
4. Advocates for patient during the appointment by following up on any questions supplied by the Charge Nurse or Wellness Nurse. Notifies Charge Nurse when leaving for the appointment and upon return.
5. Reports to Charge Nurse the outcome of the medical appointment and then documents the complete visit appropriately. Informs the Charge Nurse and/or Wellness Nurse of the action items that need to be done as a follow-up to the appointment.
6. Picks up new prescription meds or meds that need refill from the pharmacy or medical office.
7. Accompanies patient in the ambulance to transport to hospital and updates Director of Nursing (DON) on patient status.
8. Provides support/personal care to patient in the emergency room or if admitted in the unit.
9. Accompanies the patient to meetings such as the Fromm program, outpatient therapy, laboratory tests, vaccinations, and other activities that require transportation and an escort. Brings appropriate paperwork and assists patient with transfers during the appointment as needed.
10. When there are no outside appointments, PCA will fill in as nursing assistant in the care center with personal care/exercises program/assist DON with organizing charts, filing, storage, etc. (will provide job description of a nurse's aide).
11. PCA RN/LVN will assist as team leader/charge nurse on NOC shift when needed (will provide job description).

To apply, please send resume with a cover letter to pknutsen@pbvmsf.org