

Job Description / PA Provider Agreement

Job Title: Personal Assistant

Employer: Marcy Payne

Supervisor: Rob Payne

General Description: Marcy's Personal Assistant (PA) is responsible for Marcy's safety, comfort, and care in the absence of her primary caregiver and husband Rob. Though lucid, has all of her senses, and able to communicate her wishes, Marcy is quadriplegic and on a ventilator at home. For more information on Marcy, see www.everydayisprecious.com.

PERSONAL CARE

<u>Frequency</u>	
Daily	Bathing
Weekly	Shaving
Daily	Dressing (Gown)
Daily	Oral Hygiene
Occasionally	Transferring
Daily	Reading

DOMESTIC CARE

<u>Frequency</u>	
Rarely	Grocery Shopping
Rarely	Personal Shopping
Daily	Meal Preparation
Daily	Feeding
Daily	Laundry
Daily	Cleaning/Housekeeping

HEALTH & SAFETY

<u>Frequency</u>	
6x Daily	Medication
Daily	Bowel
6x Daily	Inhaler Treatment
4x Hourly	Communication
12+ x Daily	Suctioning Lungs

HOUSEHOLD

<u>Frequency</u>	
Rarely	Child Care
Rarely	Child Transportation
Rarely	Pet Care
As Needed	Answer Telephone

Other areas addressed:

_____ Smoking Comments Smoking not allowed.

_____ Drugs/Alcohol Comments Illegal drug use and use of alcohol not allowed.

_____ Gender Comments Because of the intimate nature of some of the personal care, this position must be filled by a female.

_____ Guests (participant) Comments PA will welcome health care workers and other approved visitors, helping where needed.

_____ Guests (PA) Comments PA will request permission for any guests of the PA.

OTHER:

PA must maintain audio and visual contact with Marcy at all times, listening for equipment alarms and watching facial expressions for pain. We will provide monitor to allow PA to leave Marcy's room while sleeping.
