Seniors First, Inc. Job Posting
Personal Care Worker

POSITIONS OPEN IN ORANGE/SEMINOLE COUNTY

JOB SUMMARY

Responsible for performing Personal Care & related activities as assigned to provide designated service to clients under the direction of a Registered Nurse (RN) on an as needed basis. A valid Florida Driver's License, a clean driving record, reliable transportation and proof of auto insurance. Current CNA or HHA certification. Current CPR certification. High School diploma or equivalent if applicable. Sufficient mobility and strength to ambulate and move throughout facilities. Requires the ability to independently access any type of office or private residence. Requires bending, squatting, twisting, stooping, kneeling, reaching, pushing, pulling, grasping, and repetitive motions. Lifting up to 25 pounds, and occasional lifting of up to approximately 50 pounds. Other limited physical activities are required. Exposure to all kinds of environmental conditions this includes but is not limited to adverse weather conditions, extreme heat, tobacco smoke, animals and adverse environments.

SPECIFIC DUTIES AND RESPONSIBILITIES

Treats clients, staff and others with dignity and respect.
Contact all clients prior to scheduled visit.
Notify clients when you'll be absent.
Submit all weekly paperwork by required deadlines.
Immediately report any changes in client's physical, mental or environmental conditions to Personal Care Scheduling Supervisor
Perform duties as specified in the PCW/Respite assignment/written service plans and in accordance with established policy and procedure statements.
Assist clients with bed bath, sponge bath or shower. Showers must only be provided when proper shower bench/chair and hand-held nozzle is present.
Assist clients with hair care to include shampoo, rinse and drying. Under no circumstance is the client's hair to be cut.
Assist male clients with facial shaving.
Assist clients with oral care.
Assist clients with nail care, limited to cleaning & filing. Under no circumstance are the client's nails to be cut.
Assist clients with skin care to include back-rub and application of non-prescription lotions and creams.
Assist client with dressing.
Change bed linens with/without client in bed.
Provide light housekeeping tasks for all Respite clients.
Document visits according to unit specific policies and guidelines.
Communicates appropriate information regarding the client's condition to the supervisor.

OTHER RELATED FUNCTIONS

Must be able to demonstrate the knowledge and skills necessary to provide care to the clients served.
Maintain confidentiality of data and information.
Practices efficient use of supplies.
Assist with meal preparation.
Assist with shopping, errands and light housekeeping after the bath is given and time permits.
Attends meetings and in-services. Completes all mandatory training.
Performs all other duties as assigned. Customer service oriented.
Able to work in stressful situations and have the ability to react in a calming manner.
Ability to determine emergency situations - abuse/neglect, food and shelter.
Understanding of the elderly and/or disabled individuals.

This is a pool position working Monday – Friday, on an as-needed basis.

All applicants must be able to demonstrate ability to pass a pre-employment drug test, driving record check, and a Level 2 background screening (see https://info.flclearinghouse.com/).

Position Open: October 28, 2026 Position Closes: November 28, 2026

All interested applicants should apply at: hr@seniorsfirstinc.org or Indeed.com. Internal applicants see HR.

Seniors First is a... Drug Free Workplace, EOE-F/M/Vets/Disabled/AA/E-Verify

Qualified individuals with a disability have the right to request a reasonable accommodation to our paper application process. If you are unable or limited in your ability to complete the application as a result of your disability, request a reasonable accommodation by contacting, Human Resources, 407.292.0177 or hrlevel2@seniorsfirstinc.org, informing us regarding the nature of your request and providing your contact information. **Please do not direct any other general employment related questions to this email and/or phone number.** Only inquiries concerning a request for reasonable accommodation will be responded to from this e-mail address and/or phone number.