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Personal care aide job description for resume

Learn about the key requirements, duties, responsibilities, and skills that should be in a personal care assistant job description By Indeed Editorial TeamJanuary 24, 2022Personal care assistants work in a variety of environments, including healthcare facilities and personal homes, to help elderly and disabled patients throughout their days. Employers trust personal care assistants with vulnerable people who have complex needs, so having a resume that shows you can perform the job well is important. If you are a personal care assistant or want to work as one, understanding how to prepare your resume can be extremely helpful in finding the right job.In this article, we explain what a resume for a PCA is, how to write a resume for a PCA, what template might be useful and how an example might look.Related: Care Worker Interview Questions and AnswersWhat is a resume for a PCA?A resume for a PCA, or personal care assistant, is one that allows a PCA to be hired directly by individuals in need, by services that arrange PCAs for individuals, hospice facilities or residential care facilities. PCAs are sometimes also known as home health care workers. A PCA's resume may need to appeal to both healthcare companies and individuals who are hiring for loved ones. A PCA resume should emphasize your relevant skills and experience so that anyone hiring you can see your qualifications.Related: How To Become a Home Care ProviderHow to write a resume for a PCAHere are the steps for writing a resume for a PCA:1. Gather your informationWhen you are getting ready to create your resume, you'll want to gather all the relevant information you can think of. That includes a list of any education you want to list, important skills to mention and information about previous work experience. You probably also want to gather information about the job you're applying for, including the job listing and any other details you think are important for creating your resume. It's helpful to get this information together before you write your resume because it will minimize the time you have to spend searching for it as you write.2. Decide on a formatOnce you have your information together, you should decide what resume format you want to use. There are a lot of options, and the primary difference is what information is featured and the order it's listed in. For those who have a lot of relevant work experience, it may make sense to emphasize that information. However, if you have many useful skills for the position you're applying for, but not as much work experience, you may want to feature your skills prominently. For many personal care assistants, the skills you have are the most important part of your resume.Related: Functional Resume vs. Chronological Resume: What's the Difference?3. Write your objective or summaryAfter your contact information, the first thing someone reviewing your resume should see is your resume objective or summary. An objective is where you want your career to go, and should emphasize how your goals relate to the position you're applying for. A summary is more about your experience and how that applies to the job you want. Both are useful, but you should only include one and you should keep your statement to one to two sentences.Related: Resume Summary vs. Resume Objective: What Are the Differences?4. List your skillsFor many personal care assistants, the skills you have are the most relevant part of your resume. Employers do want to see if you have experience, but particularly if you are new to the field, you want to show that you can perform the job. This is especially true because personal care assistants need a broad range of skills that include healthcare skills, meal preparation and assistance with physical activities.5. Add your work experienceIf you have experience working as a PCA, you should include that here along with relevant details about where you worked, when you worked there and what your responsibilities were. If you don't have experience as a PCA but have worked at places that taught you skills you can apply to being a PCA, you should include those positions and emphasize the responsibilities that relate to PCA work.6. Include your educationDepending on where you live and who you're working for, personal care assistants may or may not require certification. If you have any education you want to include, such as a high school diploma or GED, a college degree or a certification, you should include that here. It doesn't necessarily have to apply directly to being a PCA, but it can help if it does.Template for a PCA resumeHere is a template you can use for a PCA resume:[Name][Address][Phone number][Email address]Objective or summary: [2-4 skills or characteristics] [position] seeking opportunities with [type of organization or industry].Skills[List of hard and soft skills that are relevant to the position]Experience (listed in reverse chronological order - most to least recent)[Position/title] | [Company/organization] | [City, state][Month and year - month and year][Bulleted list of key responsibilities and accomplishments]Education[High school, university or college], [City, state][Major and minor][Graduation date][GPA (optional)] [Notable achievements (such as Dean's list)]Example of a resume for a PCAThis is what a resume for a PCA might look like:Jack Brooks96847 Alexander Rd.Boise, ID 59463(915) 692-4543jbrooks@email.comObjective: Experienced and empathetic personal care assistant with advanced cooking and healthcare skills seeks a position to help an elderly or disabled person with their daily life. SkillsFirst aid certificationPatient careSchedule managementCleaning skillsHIPAA complianceDocumentation experienceSafe and licensed driverMeal planning and preparationExperiencePersonal care assistant | Prime Health | Boise, IDJuly 2017 to PresentPerform routine cleaning of the facility and living spacesAssist with medicationHelp patients with physical activitiesProvide first aid as needed for minor injuriesAssist patients with bathing and other carePrepare and deliver mealsHelp patients perform physical therapy as neededLine cook | Smash Foods | Boise, IDJune 2015 to June 2017Cooked meals as customers orderedKept work area clean and safePerformed advanced food prep as neededAssisted with running the cash registerEducationBoise South High School, Boise, IDHigh school diplomaGraduated May 2017 No one said being a home health aide was easy, and you still do this job. Bravo!! only someone also told you how to land home health aide jobs at good agencies... Those with good money, nice places, and great people. Spoiler: you need a resume! Not just a run-of-the-mill one, but an outstanding resume showing you're the very person the employer is looking for. Does writing a home health aide resume currently sound more difficult than lifting a patient out of bed? We're here to make it simple. This guide will show you: A home health aide resume example better than 9 out of 10 other resumes.How to write a home health aide resume that will land you more interviews.Tips and examples of how to put skills and achievements on a home health aide resume.How to describe your experience on a resume for a home health aide to get any job you want.Want to save time and have your resume ready in 5 minutes? Try our resume builder. It's fast and easy to use. Plus, you'll get ready-made content to add with one click. See 20+ resume templates and create your resume here.Create your resume nowSample Home Health Aide Resume—See more templates and create your resume here.One of our users, Nikos, had this to say:[I used] a nice template I found on Zety. My resume is now one page long, not three. With the same stuff. Here are several resume example guides related to home health aide jobs:Above was our take on the best home health aide resume example.Now, time to perfect yours.Home Health Aide Resume SampleRaymond B. NicksCertified Home Health AideAideraymondnicks@gmail.com(646) 555-8523linkedin.com/in/raymondnicksSummary of QualificationsPersonable and responsible home health aide with over 4 years of experience performing in-home care tasks for elderly and hospice patients. NAHC, BLS-HP, and CPR-AED certifications. Voted "Friendliest Elderly Carer" in NYC District 2. Provided on-the-clock, on-call assistance for 15 patients weekly. Valid NYS driver's license. Looking to continue personal care passion by growing with Elmhurst Assistance as a home health aide.Work ExperienceHome Health Aide (HHA)May 2016–June 2019Visiting Nurse Health Association, Rockaway, NYKey Qualifications & ResponsibilitiesProvided on-the-clock, on-call, in-home assistance for 15 elderly and hospice patients weekly.Assisted patients with mobilization, health and hygiene, physical fitness, rehabilitation, assistive medical care, and other personal services.Acted as liaison between patient, patient's family, and medical care organizations.Organized, filled out, and completed necessary paperwork and documentation required by Medicare, Medicaid, 3rd-party insurance providers, and VNHA.Key AchievementsAwarded the 2018 "Friendliest Elderly Carer" recognition by New York City District 2.Personal Care Aide (PCA)February 2015–May 2016Quality Assisted Care Associates, New York, NYKey Qualifications & ResponsibilitiesAssisted patients with various activities of daily living, including using the toilet, bathing, dressing, preparing food, eating, drinking, and moving around.Followed patient care plan directives as recommended or instructed by nurse.Performed regular homemaking chores, such as doing dishes, sweeping and mopping floors, doing laundry, and cleaning patient medical equipment.Ensured safe, healthy, clean, and uplifting patient environment at home.EducationMajoring in Nursing (Bachelor of Science) (BSN)New York Medical College, New York, NYExpected Graduation: 2022Relevant Coursework: Emergency Care, Public and Global Health, Health and Nutrition, Medical Health Assessment, Elderly Care, Home and Personal Assistance, Anatomy and Physiology, Fundamentals of the US Healthcare System.Queens Gateway To Health Sciences Secondary School, Jamaica, NYGraduated: 2014Key SkillsOrganizational SkillsInterpersonal SkillsCommunication SkillsAttention to DetailCPR / AED / BLSHealthcare Information Technology (HIT) SoftwareActivities of Daily Living (ADL)Instrumental Activities of Daily Living (IADL)CertificationsNational Association for Home Care and Hospice (NAHC) CertificationRed Cross Basic Life Support for Healthcare Providers (BLS-HP) CertificationAwards2018 New York City District 2 Award for "Friendliest Elderly Carer"MembershipsNational Association for Home Care and Hospice (NAHC)Home Care Association of America (HCAOA)Home Care Association of New York State (HCA-NYS)LanguagesWelsh: Native ProficiencyHere's how to write a home health aide resume:1. Choose the Best Format for Your Home Health Aide ResumeA home health aide provides assistive and supportive care to patients, particularly older adults, in their own home for those who are unable or uncomfortable receiving those same services at a local medical facility. Your home health aide resume has to prove you know your way around assisting with hygiene, personal chores, and other daily living activities. These patients need an HHA they can count on.Annnnd—So does the group home or affiliated hospital.So, before you begin writing, choose an HHA resume format you can count on to be easily read and understood.Here is how to format a resume for home health aides:Pro Tip: Unless the home health aide job ad asks for a Word document, send them a PDF resume. Word docs can't be read universally the way that PDF documents can.2. Write a Home Health Aide Resume Objective or SummaryA profile on a resume, also known as a resume objective or summary, is your elevator pitch for the job.This introduction paragraph provides hiring managers with a glimpse of your health aide background and medical knowledge.Have plenty of home health aide experience?Choose the resume professional summary.A summary statement on a home health aide resume details your HHA background by giving skills and experience. It tops it off with a numbered accomplishment for a clean bill of health.Don't have much experience as a personal care aide?Choose the career objective for a resume.The resume objective statement gives them your HHA and PCA career goals while also providing the employer with quantifiable numbers to verify your assistance capabilities.Pro Tip: Whichever heading statement you choose for your HHA resume, write it last. Though it goes on top, you'll have a better handle on what to put in your heading statement after completing your skills, experience, and other sections.3. Create the Perfect Home Health Aide Job Description for a ResumeHow to describe work experience on a resume for HHA jobs and PCA jobs?It's not hard at all—Here's our strategy for nailing the home health aide job description:Use reverse-chronological order, meaning your most recent job goes first with the previous ones following after.Place the job title on top, then the dates you were employed, and the organization's name and location.Give them around 5 or 6 bullet point entries detailing your past working experience.Use an action word (e.g., assisted, organized, etc.) to begin each bullet point.Add a quantifiable achievement or two to show them you're as good as you say.Tailor your resume for this one specific job, because employers loathe the generic resumes.Pro Tip: How to write a resume with no experience in HHA jobs? Still follow all the best practices you see in this guide. However, when talking up past jobs, give them duties that resemble home health aide jobs the most.4. Make Your Home Health Aide Resume Education Section ShineMost home health aide and personal care aide positions require only a high school diploma or a GED.However—It doesn't mean you can slack with the education on a resume.Here's what to do in an education resume section:Use reverse-chronological order here, too, putting your most advanced school first.If applicable, add your degree, date of completion, college name, college location, and some coursework you worked on related to healthcare and assistance.If you have other wins, wow them by adding items such as your awards, publications, and Latin honors.Don't add high school on an HHA resume unless you have a fully-completed university degree.Pro Tip: What is relevant to home health aide jobs regarding college coursework? Add things related to health and medicine, of course, but include any classes on administration, communication, and organization, if possible.5. Highlight Your Home Health Aide Skills on a ResumeHome health aide (HHA) and personal care aide (PCA) jobs are projected to shoot up exponentially between 2016 and 2026—a 41% increase.It's another 1.2 million HHAs and PCAs vying for the job you want.To beat them—Show them your home health aide skills are as magical as Mary Poppins with a perfect HHA skills resume section:Top 20 Skills for a Home Health Aide—List and ExamplesBut—you won't have a healthy resume if you simply took our list and used it in yours.Instead, here's what to do:Pro Tip: Home health aides need to be overflowing with soft skills, such as kindness, empathy, good judgment, etc. However, search the job requirements to find the necessary hard skills they're looking for, such as the ability to drive a car.When making a resume in our builder, drag & drop bullet points, skills, and auto-fill the boring stuff. Spell check? Check. Start building a professional resume template here for free.When you're done, Zety's resume builder will score your resume and tell you exactly how to make it better.6. Add Other Sections to Your Home Health Aide ResumeReady to stand out as the top candidate applying for this HHA position?Then—Time to add a few extra sections to show them you're miles ahead of the competition.Here are a few examples of great additional parts for a personal care aide resume:7. Attach a Home Health Aide Cover Letter to Your ResumeDo you need a cover letter for a resume?Definitely.Not having a cover letter for a job is a big no-no, according to half of employers.So—Here's how to create a cover letter for home health aide jobs they'll commend:There's more great cover letter tips to read up on, including our articles on the ideal length of a cover letter and what to include in a cover letter.Have a look!Pro Tip: Prepare for the job interview while you're waiting for their reply, and don't forget to follow up on your job application after a few days!Plus, a great cover letter that matches your resume will give you an advantage over other candidates. You can write it in our cover letter builder here. Here's what it may look like:See more cover letter templates and start writing.Do you have any questions about writing resumes for HHA jobs? Need help talking about your personal care skills, healthcare abilities, or medical achievements? Let's chat down in the comments below, and thank you for reading!

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