



The  
**Whole Person™**

**How-To Guide:  
Personal Care Assistant (PCA)  
The Whole Person**

[www.thewholeperson.org](http://www.thewholeperson.org)

# What Is a Personal Care Assistant

*Supporting independence, dignity, and everyday life*

A Personal Care Assistant, or PCA, is a trained caregiver who supports individuals with daily tasks so they can live independently and with dignity. PCAs work closely with people who may be aging, living with a disability, or managing a chronic condition. Their role goes beyond completing tasks. PCAs build trust, provide emotional support, and help create a safe and respectful daily routine.

## At The Whole Person

At The Whole Person, PCAs focus on person centered care. This means honoring individual preferences, encouraging independence, and supporting each client as a whole person rather than a list of needs.



**Care that respects choice,  
independence, and dignity**

# What PCAs Do Each Day

## *Core Responsibilities*

### Personal Care Support

- Assisting with bathing, grooming, dressing, and hygiene
- Supporting toileting and personal comfort
- Helping with safe movement and transfers
- Traditional care models often remove personal control

### Daily Living Support

- Meal preparation and feeding assistance
- Grocery shopping and errands
- Light housekeeping and laundry

### Health & Safety Awareness

- Medication reminders
- Observing changes in health or mood
- Maintaining a safe living environment



### Companionship & Emotional Support

- Meaningful conversation and companionship
- Encouraging hobbies and activities
- Providing reassurance and emotional presence

# What Makes a Great Personal Care Assistant

*The skills and mindset behind exceptional caregiving*

Great PCAs are compassionate, patient, and dependable. They listen carefully, respect personal boundaries, and understand that every person's needs and routines are different. Strong communication and a caring attitude are just as important as technical skills.

## Key Qualities

- Compassion and empathy
- Reliability and professionalism
- Attention to detail
- Respect for privacy and independence
- Clear and kind communication



## Training and Preparation

Personal Care Assistants receive training to support daily living needs safely and respectfully. Training may include personal care techniques, safety awareness, and basic health support. At The Whole Person, ongoing guidance and support help PCAs continue to grow in their role.

# Caring for the Caregiver



## 1 Be Kind to Yourself

Caring for others takes energy and compassion. Rest, nourishment, and patience with yourself help sustain the care you give.



## 2 Accept Support

You do not have to do everything alone. Support from others including personal care services can help ease stress and support well-being.



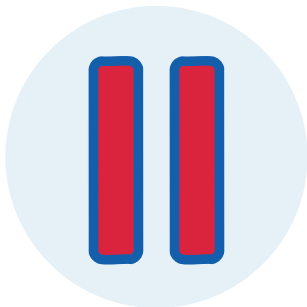
## 4 Stay Organized

Notes, schedules, and reminders can reduce mental load and bring clarity to daily care routines.



## 3 Take It One Day at a Time

Care needs can change. Focus on today's priorities and allow flexibility as routines evolve.



## 5 Make Time to Recharge

Even short breaks matter. Pausing helps restore balance and prevents burnout.



## 6 Remember You're Not Alone

Many families and caregivers face similar challenges. Guidance and connection can make the path feel lighter.

## A Day in the Life

*From routines to relationships, every day is meaningful*

Each day as a Personal Care Assistant looks a little different, depending on the person being supported. A typical day may begin with morning personal care and breakfast.

Midday may include errands, light housekeeping, or activities that support mobility and independence.

The day often ends with meal preparation, evening routines, and meaningful check ins that help clients feel supported and at ease.



**Every moment is an opportunity  
to support independence and  
build trust**

# A Day in the Life of Personal Care Support

How personal care assistance supports daily living at home

1

## Morning: Starting the Day

Support with personal hygiene, dressing, mobility, and establishing a safe, comfortable start to the day

2

## Midday: Daily Living Support

Assistance with meals, light housekeeping related to health and safety, medication reminders, and maintaining routines.

3

## Afternoon: Engagement & Well-Being

Support that encourages independence, movement, social connection, and emotional comfort throughout the day.

4

## Evening: Winding Down

Help with evening routines, personal care needs, and preparing for rest in a safe and familiar environment.



The  
**Whole Person**<sup>TM</sup>

# Why Personal Care Assistants Matter

*Supporting people where it matters most, every day*

Personal Care Assistants make it possible for people to remain in their homes and communities. They help reduce isolation, improve quality of life, and support individuals in maintaining control over their daily routines.

Through consistent care and genuine connection, PCAs create stability, comfort, and confidence for the people they support.



**This role changes lives,  
including your own**



Learn more on our website:  
[www.thewholeperson.org](http://www.thewholeperson.org)

# Become a Personal Care Assistant at The Whole Person

*Start a rewarding career built on compassion and purpose*

If you are compassionate, dependable, and motivated to make a difference, a career as a Personal Care Assistant may be right for you.

The Whole Person provides training, ongoing support, and a team environment built on respect and collaboration.

## Getting Started

- Complete an application
- Participate in training and orientation
- Begin making a meaningful impact every day



**Start Here** ➔

Learn more on our website  
or submit a request today.



Learn more on our website:  
[www.thewholeperson.org](http://www.thewholeperson.org)