

**HOME CARE AIDE JOB DESCRIPTION**

Description:

- Home Care Aides provide service to individuals in their own homes and communities who need assistance caring for themselves as a result of old age, sickness, disability and/or other inflections. Home care may include light housecleaning, laundry, meal preparation, transportation, companionship, respite and advice on such things as nutrition, cleanliness, household activities and more.
- Home Care Aides are responsible for ensuring that service is delivered in a caring and respectful manner, in accordance with relevant Agency policies and industry standards.

Reporting Relationship

- Reports to Supervisor

Responsibilities/Activities:

- Assist with the Activities of Daily Living (ADL) and Instrumental Activities of Daily Living (IADL) including:
  - - bathing
  - - mouth care
  - - hair care
  - - nail care
  - - skin care
  - shaving
  - dressing
  - feeding
  - positioning
  - transferring
  - ambulation
  - exercise
  - toileting
  - medication reminding (*\*see below*)
  - general assistance
- Ensure client's safety and security by supervising the home environment.
- Provide companionship, friendship and emotional support.
- Teach/perform meal planning and preparation, routine housekeeping activities such as making/changing beds, dusting, vacuuming, washing floors, cleaning kitchen and bathroom, and laundry.
- Talk, listen, share experiences, play games/cards, read to client, and other companionship activities.
- Help keep clients in contact with family, friends and the outside world.
- Perform/assist with essential shopping/errands, which may include handling the client's money, in accordance with the care plan, under the observation of the Supervisor and according to Agency policies.
- Assist with following a written special diet plan and reinforcement of diet maintenance, which is provided under the direction of a Physician and as identified in the care plan.
- Provide transportation to medical appointments, grocery store, errands and social events under your discretion and only if in accordance with company policies, provided that you agree to a DMV check and present a certificate of automobile insurance in "good standing" status.
- Accompany clients to recreational and/or social events.
- Assist with plans for visits and outings.
- Write or type letters/correspondence.
- Organize and read mail.
- Provides respite care for families in accordance with care plans.
- Teach/perform meal planning and preparation.
- Participate on the "Care Team" by providing input and making suggestions.

- Monitor food, daily living and personal care supplies, and resources.
- Follow the written care plan.
- Assist in basic client transfers providing the client has been assessed as being capable of ambulating without assistance; and/or, providing another trained caregiver (including family) is involved in the transfer.
- Assist with pet care.
- Carry out duties as assigned by the Supervisor.
- Observe the client's functioning and report to Supervisor.
- Evaluate the program and make recommendations to your Supervisor.
- Complete and maintain records of daily activities, observations, and direct hours of service.
- Develop and maintain constructive and cooperative working relationships with others.
- Make decisions and solve problems.
- Communicate with Supervisor and co-workers.
- Attend orientation, in-service training sessions and staff meetings.
- **Ensure service is delivered in accordance with Agency policies, procedures and industry standards.**

#### Required Knowledge

- Knowledge of home management skills.
- Knowledge of principles and processes for providing client services, including needs determinants, meeting quality standards and evaluation of client satisfaction.
- Knowledge of the English language.
- Knowledge of information and techniques needed to diagnose and treat non-emergency injuries including emergency first aid and CPR.
- Knowledge of clerical procedures such as maintaining records and completing forms.

#### Required Skills/Abilities

- The ability to be aware of other people's reactions and understand why they react as they do.
- The ability to establish and maintain relationships.
- The ability to teach others.
- The ability to identify problems and determine effective solutions.
- The ability to apply reason and logic to identify strengths and weaknesses of possible solutions.
- The ability to understand written and oral instructions.
- The ability to communicate information orally and in writing.
- The ability to listen and understand the spoken word.
- The ability to work independently and in cooperation with others.
- The ability to determine or recognize when something is likely to go wrong.
- The ability to suggest a number of ideas on a subject.
- The ability to provide non-professional advice and consultation to others.
- The ability to observe and recognize changes in clients.
- The ability to establish and maintain harmonious relations with clients/families/other aides.

#### Physical and Mental Demands:

- Good physical and mental health.
- Physical ability to stand, walk, use hands and fingers, reach, stoop, kneel, crouch, talk, hear and see.

- Mental fortitude and stability to handle stress.
- Physical and mental ability to drive a vehicle.

Qualifications/Education

- STNA/CNA certification encouraged.
- First-Aid and CPR Trained/Certified
- Current driver's license
- Proper Vehicle Insurance Coverage.
- Must be open to a full background and DMV investigation.

Experience:

- May require related experience.
- May require similar social and cultural backgrounds with some clients.

Additional Requirements:

- Clean Criminal and Background Record
- Drug Screening Done at our Discretion
- Reliable Car
- Phone with Voicemail

I have read and understand the job description and agree to fulfill the position's responsibilities.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date