|  |  |  |  |
| --- | --- | --- | --- |
| Job Title: | Home Care Aide | Supervises: | N/A |
| Department: | Public Health | FLSA Status: | Non-Exempt |
| Reports to: | Home Care Aide/Homemaker Supervisor | Hours: | M-F 8:00 a.m. – 4:30 p.m. |

Summary:

The Home Care Aide is a trained paraprofessional who performs home management and personal care services in the home when the client and/or family cannot meet these responsibilities. The Home Care Aide works under the direction/supervision of a Registered Nurse or a Physical Therapist to provide a supplementary service in carrying out a specific plan of care.

**Essential Job Duties and Responsibilities:**

*The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.*

* Provide personal care services such as bathing, feeding, personal and oral hygiene, range of motion exercises and assistance with ambulating to ill, disabled, or frail elderly persons, enabling them to remain in their own homes among familiar surroundings.
* Assist in home management by performing such duties as light housekeeping, meal planning, purchasing and preparing food, budgeting, laundry, and activities of daily living to hasten convalescence or reduce the length of stay in an institution.
* Assist nursing, physical therapy and other care providers by carrying out routine duties as instructed and assigned.
* Care for children, elderly and/or ill parents or relatives whose care otherwise would depend on an employed adult resulting in the potential loss of work and pay.

**Knowledge and Abilities:**

* Knowledge of home management including household budgeting techniques.
* Knowledge of the basic elements of nutrition and meal planning.
* Knowledge of the principles of client care, especially in respect to feeding, bathing and dressing a client.
* Knowledge of housekeeping skills such as cooking, laundering, ironing and cleaning necessary to maintain a clean, healthful and pleasant environment.
* Knowledge of the care of children.
* Knowledge of the aging process and emotional problems related to illness.
* Ability to observe and report the client’s condition.
* Ability to demonstrate a caring attitude toward the sick/disabled and provide care with respect for the privacy and dignity of the person(s) being served.
* Ability to thoroughly and accurately complete assigned tasks within the time frame specified in the client’s case plan.
* Ability to understand and carry out instructions, accurately maintain basic records, legibly write basic reports, and complete documentation in a timely manner.
* Ability to establish and maintain effective working relationships with supervisors, co-workers, clients, and other health care team members.
* Ability to provide service to several clients located in different geographic areas.
* Ability to operate household appliances and assistive equipment.
* Ability to maintain required confidentiality regarding all records, reports and client-related information.
* Ability to demonstrate maturity through a non-judgmental attitude, tolerance for various life styles of people, to make sound judgments, a sense of humor and flexibility in accepting assignments.
* Ability to participate in a minimum of 12 hours of in-service training within a calendar year.

**Preferred Minimum Qualifications - (Education and Experience):**

* Must be age 18 or older.

**Physical Demands:**

* Possess health and strength sufficient to perform assistive personal care and light home management duties utilizing proper body mechanics. Work involves frequent activity: walking, standing, bending, stooping, kneeling and reaching (vertical and horizontal); lifting and moving bedridden clients; lifting and moving non-bedridden clients, (regularly and routinely lift a minimum of 30 pounds) using fingers, hands, feet and torso in providing various services.
* Must follow required Universal Precautions.
* Must be able to enter and function within non-handicapped accessible client homes.

**Certificates, Licenses, Registrations:**

* Motor vehicle operator’s license with minimum insurance coverage specified in policies.
* Current physical exam including TB test at entry and as indicated per agency policy.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nurse Administrator Signature Date