

Job Title: Home Care Aide

Status: Non-Exempt, Hourly Employees

Location: In-home, at client location

SUMMARY:

Support For Home provides non-medical home care. That involves assistance with Activities of Daily Living (ADLs) and Instrumental ADLs (IADLs). The Home Care Aide is responsible for the day-to-day provision of homemaker, companion, concierge and personal care services to the clients of Support For Home. This is a culture of compassion, of commitment to assisting seniors, new mothers and babies, and individuals with disabilities in remaining as independent as possible in their homes. The culture is one of data-based decision making, of rigor in our delivery of care management services, of very high standards of customer service and client satisfaction, and of steadfast commitment to high levels of staff training and support. The Home Care Aide works directly with the Supervisor to assure that the agency is achieving its clinical, outcomes and goals for our clients.

DUTIES, RESPONSIBILITIES, and ACCOUNTABILITIES:

The following duties and responsibilities reflect the essential functions for this job, but do not restrict the tasks that may be assigned. The Supervisor or Scheduler/Client Care Coordinator may assign or reassign duties and responsibilities to this job at any time due to reasonable accommodation or other reasons.

- Assists with personal care activities, a.k.a, Activities of Daily Living (ADLs) including:
 - Universal Precautions <http://www.cdc.gov/hai/>
 - Locomotion/ambulation
 - Bed Mobility and positioning
 - Transfer
 - Eating
 - Toileting
 - Catheter and ostomy care
 - Continence care
 - Dressing and undressing
 - Personal Hygiene
 - Bathing
 - Oral hygiene
 - Foot care (nails will be filed only, no clipping; diabetic clients will only have lotion applied and referred to their doctor for nail care)

- Skin care
- Protective supervision
- Medication assistance
- Assists with household tasks, a.k.a. Instrumental Activities of Daily Living (IADLs) necessary to the client's care needs including:
 - Planning and preparing nutritious meals and assisting in feeding client as appropriate
 - Light housekeeping of client's environment, including linens and making bed, cleaning bathroom, vacuuming and mopping
 - Laundry of client's clothing and bedding
 - Shopping
 - Transportation
 - Social interaction / behavior modification activities as directed by the Plan of Care.
- Uses equipment and supplies safely.
- Assists in range of motion and other procedures as instructed by any professional therapist or nurse.
- Maintain a written log with receipts of all client money used to purchase goods or materials for the client's care.
- Reports any changes in client's condition to the Supervisor.
- Documents care provided consistent with agency requirements.
- Performs other non-medical home care duties as requested.

QUALIFICATIONS – KNOWLEDGE REQUIRED:

To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to communicate with clients and to remain calm under stress.
- Ability to read and write in English
- Ability to safely drive a car if applicable
- Certified Nurse Assistant and Home Health Aide certification in State of California is highly desirable, and/or minimum 2 years of professional home care experience
- Ability to follow oral and written directions.
- Have a valid driver's license, with your own reliable car
- Have current automobile insurance in your name
- Have a clean driving record

PHYSICAL/MENTAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to do the following:

- Coordinate multiple tasks simultaneously
- Physical ability to lift and transfer clients safely
- Understand and respond to a diverse population
- Stand, walk and assist others to walk, turn and sit
- Required to talk and hear
- Required to communicate electronically
- Ability to reach with hands and arms

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Environment Conditions: While performing the duties of this job, the employee does not work in wet or humid conditions (non-weather), work near moving mechanical parts, work in high, precarious places, endure outdoor weather conditions and/or endure extreme cold or heat (non-weather).
- Noise Level - The noise level in the employee's work environment is usually quiet to moderate.

NON-MEDICAL HOME CARE:

Support For Home provides only non-medical home care services. This excludes administration of medication, taking of vital signs or performance of other duties reserved for licensed medical professionals. Violation of this policy may result in termination of employment.