

# CASA DE LAS CAMPANAS

## Job Description

**TITLE:** In Home Care Aide

**DEPARTMENT:** In Home Care

**REPORTS TO:** IHC Manager

**GRADE:** 3    **DATE:** Oct 2006

### **Job Summary:**

The Home Care Aid provides direct care and support for the client's physical and emotional needs within their home environment.

### **Essential Duties and Responsibilities:**

- Assists client in the activities of daily living including, but not limited to: transfers, ambulation, bathing, dressing, eating, toileting, personal hygiene and activities as appropriate.
- Promptly reports changes and any unusual occurrences to supervisor.
- Accurately documents required data in a timely manner using appropriate forms.
- Follows established performance standards and performs duties according to facility policies and procedures.
- Identifies safety hazards and emergency situations and initiates appropriate action immediately.
- Completes in-service program participation requirements.
- Works as a member of the In Home Care team.
- Contributes to a positive, healthy and safe work environment.
- Remains flexible and accepts change in a positive manner.
- Change bed linens, wash and iron resident laundry, and light housekeeping duties.
- Entertain, converse with, or read aloud to client to assist in keeping them mentally healthy and alert.
- Perform a variety of duties as requested by client, such as obtaining household supplies and running errands in a prompt manner.
- Plan, prepare, and serve meals to clients as needed.
- Provide companionship to Doctors appointments and other engagements as needed.

### **Equipment Used:**

Wheelchairs, ambulatory aids, telephone, emergency call system (pull cord), household appliances (washer and dryer, dishwasher), and other equipment used by clients in their home.

### **Qualification Requirements:**

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.

#### **Education and /or Certification:**

- High school diploma or equivalent

#### **Language Skills:**

- Must be able to read, write, speak and understand English.

#### **Reasoning Ability:**

- Must be able to understand and follow established policies and procedures of the facility.
- Must be able to recognize emergency situations and respond appropriately.
- Plans, organizes and prioritizes work assignments efficiently.

#### **Other Skills and Abilities:**

- Must be willing to provide the highest level of customer and personal service to clients.
- Ability to actively look for ways to help people.
- Ability to work independently requiring only minimal supervision.
- Possesses excellent interpersonal skills.
- Ability to think quickly and act appropriately in emergency situations.

#### **Physical Demands:**

- Moderate: Standing, walking, talking, listening, reaching, balancing, stooping, kneeling, crouching, smelling, pushing, and pulling.
- Must be able to lift 50 pound. Very heavy lifting may be required in an emergency situation.
- Must be able to assist in transferring and positioning clients weighing in excess of 100 pounds.
- Must be able to wear protective gloves to guard against exposure to body fluids and cleaning agents.
- Must be able to distinguish appropriate body fluids and food expirations.