



Job Description: Home Care Aide

Scope of Responsibilities/Supervisory Controls:

The Home Care Aide is directly accountable to the Clinical Director or appropriate designee. He/she is to receive close and regular supervision on all assignments. The Home Care Aide is expected to carry out routine assignments independently within the Agency's program and procedures and within his/her scope of responsibility.

Required Responsibilities

- A. Provide personal care to clients in their place of residence.
- ❖ Render care to client such as: bathing, dressing, oral hygiene, care of hair and nails, changing linens
 - ❖ Provide light housekeeping (i.e. laundry, folding clothing etc.)
 - ❖ Provide a clean, healthy and safe environment
 - ❖ Promote a harmonious, pleasant, attractive and safe environment
 - ❖ Encourage and assist clients in activities of daily living
 - ❖ Promote principles of good nutrition including; planning and preparation of meals, observing dietary instructions
 - ❖ Observe noticeable changes in client's condition and notify the Nursing Department immediately
 - ❖ Observe and report changed family or environmental factors
 - ❖ Accompany client to appointments, on errands and shopping as appropriate
- B. Document client care as required by the Agency and other third party payors.
- C. Complete and submit all required forms on a weekly basis manner.
- D. Participate as appropriate in in-service and education programs of the Agency.

Education and Experience

- ❖ Licensed with the State Board of Nursing as a Certified Nursing Assistant
- ❖ Minimum of a high school Diploma
- ❖ At least one year of practical experience in a hospital, nursing home, home care program or hospice.
- ❖ CPR Certification
- ❖ Valid state driver's license
- ❖ Homecare experience

Physical Demands

While performing the responsibilities of the job, the employee is required to talk and hear. The employee is often required to use their hands and fingers, to handle or feel. The employee may be required to lift a person (male/female) weighing approximately 120 pounds or more. The employee is occasionally required to stand, walk, reach with arms and hands, balance, and to

stoop and kneel. The employee may be required to demonstrate safe transfers, use of a Hoyer lift, turning and positioning of adults.

Work Environment

While performing the duties of this job, the employee is required to travel to patients' homes and nursing care facilities, and other sites. The employee may be in close contact with individuals who have infectious diseases.

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. But, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

I have reviewed, understand and agree to the job description and will perform the required responsibilities outlined above to the best of my ability.

EmployeeSignature:_____Date:_____