

## Job Description

<b>Job Title/Position</b>	<b>AFFILIATED HOME CARE AIDE</b>	<b>Date of Hire</b>	
<b>Reports to</b>	Office Manager	<b>Supervises</b>	None
<b>Position Approved by</b>	President/CEO	<b>Date Approved</b>	5/1/2018
<b><i>Date when job description was last reviewed</i></b>		<b>Review Date</b>	5/1/2018

### Job Description Summary

- Affiliated Home Care Aides provide nonmedical service and assistance to a client in their home and communities, who, because of advanced age or physical or mental disability, cannot perform these services. These services enable the client to remain in his or her residence and include, but are not limited to, assistance with the following: bathing, dressing, feeding, exercising, personal hygiene and grooming, transferring, ambulating, positioning, toileting and incontinence care, assisting with medication that the client self-administers, housekeeping, meal planning and preparation, laundry, transportation, correspondence, making telephone calls, shopping for personal care items or groceries, and companionship.
- Affiliated Home Care Aides are responsible for ensuring that service is delivered in a caring and respectful manner, in accordance with relevant Agency policies, industry standards, and state regulations.

### Essential Job Functions/Responsibilities

- Assist with the activities of daily living and personal care including:
  - bathing
  - mouth care
  - hair care
  - nail care
  - skin care
  - shaving
  - dressing
  - feeding
  - positioning
  - transferring
  - ambulation
  - exercise
  - toileting
  - medication reminding
  - vital signs and blood pressure
- Ensure client's safety and security by supervising the home environment.
- Teach/perform meal planning and preparation and serving client,
- Routine housekeeping activities such as making/changing beds, dusting, vacuuming, washing floors, cleaning kitchen and bathroom, and laundry.
  - Household tasks should not exceed 20% of time worked in one (1) week.
- Provide companionship including social interactions, conversations, emotional reassurance, and encouragement of activities that stimulate the mind.
- Provides respite care for families in accordance with care plans.
- Perform/assist with essential shopping/errands, which may include handling the client's money in accordance with the care plan, agency policy, and under the observation of the Supervisor.
- Assist clients with following a written, special diet plan and reinforcement of diet maintenance, which is provided under the direction of a Physician and as identified on the care plan.
- Assist clients with standing, walking, sitting, and rolling in bed.
- Escort clients to medical facilities, errands, shopping and outings as specified in the care plan.
- Assist clients with communication by writing or typing correspondence for them or researching information for them.
- Participate on the Care Team by providing input and making suggestions.
- Notifies agency when unable to work scheduled assignments – 24 hour notification required.

## Job Description

- Ensure service is delivered in accordance with all relevant policies, procedures, and practices.
- Monitor supplies and resources.
- Follow the written care plan and works all hours as established by Supervisor.
- Carry out duties as assigned by the Supervisor.
- Observe clients and their environments and immediately reports unsafe conditions to Supervisor.
- Observe clients and their environments and immediately reports behavior, physical and/or cognitive changes and/or changes in living arrangements to Supervisor.
- Complete and maintain records of daily activities, observations, and direct hours of service.
- Submits written documentation to the office, as required.
- Attend orientation, in-service training sessions, and staff meetings.
- Develop and maintain constructive and cooperative working relationships with others.
- Make decisions and solve problems.
- Communicate regularly with Supervisor and co-workers.
- Observe, receive, and obtain information from relevant sources.
- Report any incidents or accidents immediately to Supervisor.
- Consistently follows Code of Conduct and policies as set for in the Employee Handbook.
- Maintain client's protected health information confidential and observes all client's rights.
- Report, detect, and prevent abuse and neglect.

Performs other duties as required. The above statements are intended to be a representative summary of the major duties and responsibilities performed by incumbents of this job. The incumbents may be requested to perform job-related task other than those stated in this description.

### Required Knowledge/Skills/Abilities

- Knowledge of personal care and home management skills.
- Knowledge of principles and processes for providing client and personal care services, including needs determinants, meeting quality standards and evaluation of client satisfaction.
- Knowledge of (speaks, writes, reads, and comprehends) the English language.
- Knowledge of the information and techniques needed to identify and respond to injuries including **first aid** and CPR.
- Knowledge of clerical procedures such as maintaining records and completing forms.
- Knowledge of and adherence to Universal Precautions.
- Ability to read and interpret instructions related to the plan of care for the client.
- Competently assist clients with their activities of daily living.
- Awareness of other people's reactions and understanding why they react as they do.
- Establish and maintain positive relationships.
- Ability to teach others.
- Actively listen.
- Identify problems and determine effective solutions.
- Ability to visually and audibly observe and evaluate a client.
- Apply reason and logic to identify strengths and weaknesses of possible solutions.
- Monitor and assess themselves, clients, and effectiveness of service.
- Understand written and oral instructions.
- Communicate effectively with clients, family members, and agency personnel.
- Communicate information orally so others understand.

- Communicate in writing so others understand.
- Work independently and in cooperation with others.
- Determine or recognize when something is likely to go wrong.
- Suggest a number of ideas on a subject.
- Perform activities that use the whole body.
- Prioritize and perform multiple functions and tasks.
- Handle and move objects and people.
- Provide advice and consultation to others.
- Observe and recognize changes in clients.
- Establish and maintain harmonious relations with clients/families/co-workers.

### Services NOT Provided by Agency

- **Do Not** administer prescription medication. It must be set-up in a weekly pill box; however, you can then take the medication out of the box and hand it to the client to take.
- **Do Not** administer over-the-counter medications or home remedies (i.e. enema, suppositories)
- **Do Not** change dressings on surgery sights or wounds
- **Do Not** change catheter/ostomy appliances. You can however, empty the bag.
- **Do Not** provide gastric or tube feedings.
- **Do Not** provide seasonal cleaning, wash walls, or clean garages.
- **Do Not** clean windows (unless it is a small kitchen window which doesn't require a ladder).
- **Do Not** turn mattresses, move furniture, or climb ladders.
- **Do Not** press or iron bed linens or draperies.
- **Do Not** perform yard work.

### Position Qualifications

**Qualifications include:**

- 18 years of age or older;
- Listed on the Home Care Aide Registry;
- Current Tuberculosis (TB) certificate;
- Valid I-9 Employment Eligibility Verification documents;
- Completed Criminal Record Statement;
- Current drivers' license;
- Valid vehicle insurance coverage;
- Preferred, but not required Current American Heart Association BLS or Heart Saver/First Aid/AED CPR certification;
- Minimum of five (5) hours entry-level training prior to presence with client(s).

### Training/Experience

- Requires one (1) year related experience working with clients with advanced aged, physical, or mental disability.
- On-the-job training for new activities.
- May require similar social and cultural backgrounds with some clients.



**Working Conditions**

1. In an eight (8) hour workday (*check one*):

- a. Sit     0     1     2     3     4     5     6     7     8
- b. Stand    0     1     2     3     4     5     6     7     8
- c. Walk     0     1     2     3     4     5     6     7     8

2. Job requires:

	0% None	1 – 33% Occasionally	34 – 66% Frequently	67 – 100% Continuously
a. Squatting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Bending	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Kneeling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Reaching	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Twisting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Crawling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Climbing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h. Walking on rough ground	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i. Exposure to changes of temperature or humidity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
j. Exposure to dust, fumes or gases	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
k. Being near moving equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
l. Working from heights	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Job requires organization personnel to **lift/carry**:

	0% None	1 – 33% Occasionally	34 – 66% Frequently	67 – 100% Continuously
a. 0 – 10 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. 11 – 24 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. 25 – 34 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. 35 – 50 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. 51 – 74 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. 75 – 100 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. Job requires organization personnel to **push/pull**:

	0% None	1 – 33% Occasionally	34 – 66% Frequently	67 – 100% Continuously
a. 0 – 10 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. 11 – 24 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. 25 – 34 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. 35 – 50 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. 51 – 74 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. 75 – 100 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. At work, organization personnel use feet for repetitive movements, i.e., foot controls  
 Right:  Yes  No    Left:  Yes  No    Both:  Yes  No
6. At work, organization personnel use hands for repetitive movements, i.e., hand controls
- |        |   |   |   |   |
|--------|---|---|---|---|
|        | <u>Grasping</u>   | <u>Grasping &amp; Turning</u>                                       | <u>Fine Manipulation</u>  | <u>Speed Work</u>   |
| Right: | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| Left:  | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
7. Other aspects of and demands of the job not listed above:
- Maintain employee and client protected health information confidential at all times.

I have read and understand the job description and agree to fulfill the positions' responsibilities, and meet the defined standards. I realize this reflects a general list of responsibilities of the position, as well as a general description of the working environment and physical demands. I acknowledge receipt of this job description.

<b>Employee Printed Name</b>	<b>Employee Signature</b>	<b>Initials</b>	<b>Date</b>
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**BLOODBORNE PATHOGEN EXPOSURE DETERMINATION**

**Employees with Occupational Exposure**

JOB CLASSIFICATION	ALL	SOME	NONE	COMMENTS
President/CEO	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The employee will not be assigned duties that will result in exposure to human blood or bodily fluids. The employee will not render medical assistance as part of their job description.
Administrator	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The employee will not be assigned duties that will result in exposure to human blood or bodily fluids. The employee will not render medical assistance as part of their job description.
Client Care Manager	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The employee will not be assigned duties that will result in exposure to human blood or bodily fluids. The employee will not render medical assistance as part of their job description.
Director of Sales/Marketing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The employee will not be assigned duties that will result in exposure to human blood or bodily fluids. The employee will not render medical assistance as part of their job description.
Administrative Assistant	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The employee will not be assigned duties that will result in exposure to human blood or bodily fluids. The employee will not render medical assistance as part of their job description.
Human Resource Manager	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The employee will not be assigned duties that will result in exposure to human blood or bodily fluids. The employee will not render medical assistance as part of their job description.
On-Call Scheduler	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The employee may have an infrequent exposure to blood or other bodily fluids while performing the duties in the job description.
Care Coordination Liaison	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The employee may have an infrequent exposure to blood or other bodily fluids while performing the duties in the job description.
Affiliated Home Care Aide	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The employee may have an infrequent exposure to blood or other bodily fluids while performing the duties in the job description.

**Instructions:** Attach to all Job Descriptions