

**HOME CARE AIDE**

DEPARTMENT: Home Care  
SUPERVISOR: VP of In-Home Services

Approved by: Chief Operating Officer

Date: June, 2012  
FLSA: Non-exempt

**POSITION SUMMARY**

Performs direct home care services including personal care, home management, and/or respite care per Plan of Care while using Home Care documented Safety Policy and Procedures. Delivers quality customer service with clients and family members at all times.

**QUALIFICATIONS****Education, Experience, Training:**

High school graduate or equivalent with CNA (Certified Nursing Aide) certificate in good standing with the NC Division of Facility Services. Experience working with the elderly preferred.

**Knowledge, Skills, Ability:**

- Ability to pass Nurse Aide Competency Test
- Ability to take vital signs, assist clients in transfers and ambulation
- Good judgment and interpersonal skills in working with the elderly
- Ability to handle sensitive information in a confidential manner
- Ability to understand and follow Plan of Care per program requirements
- Ability to complete paperwork in accordance with Home Care Policies and Procedures

**Physical Requirements:**

Lifting of 100 pounds or more, ability to utilize stairways, driving, and light housekeeping. Has dependable insured transportation and a personal phone. Not substantially exposed to adverse environmental conditions.

**ESSENTIAL FUNCTIONS**

90% Provides hands-on personal hygiene assistance to clients; performs light housekeeping and simple meal preparation as indicated; assists with errands, grocery and/or medication pickup as planned; relieves caregiver with respite care for clients; follows assigned schedule according to the plan of care; completes and submits all required paperwork accurately and promptly; reports any unusual occurrences to the VP.

10% Attends required meetings and maintains certification; performs other duties as assigned.

**SUPERVISORY RESPONSIBILITIES**

Responsible for own work only.

**AUTHORITY/ACCOUNTABILITY**

Responsible for implementing client plan of care, as well as performing tasks according to OSHA regulations and Senior Services' policies and procedures. Coordinates with relevant program divisions, Senior Services' administrative staff and family members for enhanced care of clients.

**PROBLEM SOLVING**

Resolves issues regarding client needs, maintaining HIPAA compliance, family communication, scheduling and reporting.