POSITION SUMMARY
Performs direct home care services including personal care, home management tasks, and/or respite care per Plan of Care. Services are to be provided in a safe manner for the Home Care Aide and the client. Delivers quality customer service to clients and their family members at all times.

QUALIFICATIONS
Education, Experience, Training:
High school graduate or equivalent; CNA (Certified Nursing Aide) with the state of North Carolina and in good standing with the NC Division Health Services Regulation. 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 using program’s safety guidelines
- Good judgment and interpersonal skills in working with the elderly and disabled
- Ability to handle sensitive information in a confidential manner
- Ability to understand and follow (POC) Plan of Care per program requirements
- Ability to complete paperwork in accordance with Home Care Policies and Procedures

Physical Requirements:
Transferring of 100 pounds or more, ability to utilize stairways, driving, light housekeeping and meal preparation. Must have dependable transportation and maintain proof of automobile insurance. Must maintain a personal local telephone number. Not substantially exposed to adverse environmental conditions.

ESSENTIAL FUNCTIONS
85% Provides all client services according to the established Plan of Care as assigned; provides or assists with hands-on personal care tasks; 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 weekly schedule and communicates changes in the schedule with the scheduler as they occur; reports significant client changes to the office as the occur.
5% Completes Client Activity Record (CAR) for each client seen, obtains required client signatures and submits paperwork each Monday morning no later than 7:45 a.m. to the Home Care office; completes any returned paperwork for changes promptly.
10% Attends mandatory monthly in-services and other required meetings; maintains Certified Nursing Assistant 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. Reports significant client changes to the office.

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