



Affiliated Home Care Aide (HCA)

Job Summary:

An individual who, under professional supervision, provides assistance with nutritional and environmental support, personal hygiene, feeding and dressing. Home Care Aides may not provide any medical services.

Organizational Relationship: Reports to the Supervisor

Risk Of Occupational Exposure To Blood Borne Pathogens: B: limited exposure.

Line of Supervision:

- Provides supervision to no one.
- Receives supervision from the Supervisor.

Qualifications:

Must be at least 18 years old

Completion of a training/orientation for home care aide.

Prefer at least 6 months of work experience.

Speaks, reads, and writes and able to communicate effectively in English.

Must have current CPR certification.

Must have a criminal background check.

Must be registered with the CA DSS Home Care Aide registry.

Responsibilities:

Personal Care Services - assists with:

- Bath (tub, shower or bed), Oral hygiene, Grooming and care of hair, Ordinary care of nails
- Routine skin care/ lotion massage, Positioning and turning of patents that cannot assist self- in bed and chair, toileting assist, incontinent care, Assist with eating, dressing walking and toileting
- Medication reminders for self-administered medications.

Homemaking - assists with:

- Meal planning and preparation in accordance with complex and modified diets, Feeding the client
- Linen change, Laundry, Light housekeeping; washing dishes, clean kitchen, dust & vacuum, only those rooms the client uses, List needed supplies and grocery shopping

REQUIRED TO:

- Follow universal precautions whenever giving any aspect of client service.
- Maintain confidentiality.
- Perform ONLY those functions specified for each individual client on the service plan.
- Respond to the physical, emotional and development needs of clients.
- Follow emergency procedures in the event of any incident, ie. accident, injury or significant change in client's condition.

Essential Administrative Functions:

- Follow client rights at all times.

- Record each activity performed on each case on a daily basis.
- Report any incidents or client changes immediately.
- Submit Daily Activity Sheets and record accurately on a timely basis (WEEKLY).
- Follow instructions, is punctual and is at work as scheduled.
- Follow all appropriate Organization policies.
- Attend in-service education annually per Organization policy.
- Provide all information required for the maintenance of her/his personnel record as per State regulations and Organization policy.
- Show interest, asks questions, and seek help as indicated; is receptive to supervision.
- Develop relationships and is cooperative with client, family and supervisor.
- Maintain appropriate appearance.
- Is productive and uses time efficiently.
- Follows instructions, is punctual and attendance is acceptable.
- Cooperates with supervisor and with client/family.
- Is self-reliant and plans appropriately.
- Other duties as are reasonably assigned.

Functional Abilities:

Is able to lift, turn and transfer clients weighting up to 150+ pounds.

Is able to carry bundles upstairs weighing up to 10 pounds.

Must be able to stoop and bend.

Must be able to travel to prospective client's place of residence.

Must be able to hear and effectively communicate in English.