



## JOB DESCRIPTION

COMPANY: Windward Life Care

JOB TITLE: Home Care Aide

REPORTS TO: RN Clinical Services Manager

FLSA STATUS: Non-Exempt

DEFINITION: Under general supervision of the RN Clinical Services Manager, the Home Care Aide provides a variety of non-medical services including personal care, socialization, and light housekeeping duties that allow clients to remain in their home environment; and performs related duties as assigned by their supervisor and the Aging Life Care Managers, who oversee client quality control issues.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

#### A. ADMINISTRATIVE:

- Timely and accurate completion of time punch system and log book
- Maintain confidentiality of all information pertaining to clients, families and employees.
- Maintain positive working relationships with clients, client families and WLC staff.
- Maintain a professional appearance at all times
- Documentation of activities in Log Book in client's home.
- Report hours according to office policy.

#### B. SERVICES AND PROCEDURES:

- Regularly communicate with Aging Life Care Managers on all client quality-related issues.
- Assist with bathing, dressing and grooming of client on a routine basis.
- Assist with toileting and incontinence issues of client as needed.
- Provide stabilization and assistance with walking as needed, including transferring client to bed, chairs, wheelchair, etc., as required.
- Manage dementia related behaviors, i.e. wandering, paranoia, as required.
- Prepare meals and cleaning up meal-related items.
- Provide medication reminders and appointment reminders.
- Provide companionship and conversation.
- Perform light housekeeping tasks such as dusting, vacuuming, making beds, cleaning bathrooms and kitchens, and laundry.
- Perform minor pet care such as feeding, walking, and grooming, as needed.
- Accompany client to personal and medical appointments.
- Must be able to plan and complete assigned duties within allotted timeframes; and work independently.
- Treat and care for clients and their property with dignity and respect, and communicate with clients in a friendly, professional manner.

**REQUIREMENTS:**

- 6 months of in-home care experience with older adults; or equivalent experience and education in a CNA or BSN program.

Must include experience with activities of daily living (ADLs), including incontinence care

Experience working with client(s) with dementia.

- Bathing, dressing & feeding a person with dementia.
- Experience managing difficult behaviors.
- Experience with activity engagement
- Ability to pass background check.
- Must possess your own reliable, safe, fully-insured vehicle along with a valid driver's license and current auto insurance. Ability to drive or take public transportation to client locations is also required, and providing incidental transportation using your vehicle or a client's vehicle may also be required.
- Able to perform activities of daily living (ADLs) (i.e. grooming, toileting, bathing)
- Ability to lift, push or pull up to 40 lbs. unassisted.
- Ability to follow safety precautions and procedures.
- Ability to work at least one weekend day per week.

**PREFERRED QUALIFICATIONS:**

- Facility or healthcare experience
- A history of working with an agency and/or care managers
- Able to adapt to various living environments and locations
- Able to provide minimal pet care (walking & feeding)
- Advanced personal care experience with hospice/bed-bound clients

**WORKING CONDITIONS:**

- Possible exposure to dust, mold, cigarette smoke, cleaning solutions and pet dander.
- Many of the essential functions of this position are characterized by physical work requiring such physical activities as standing, pushing, pulling, stooping, kneeling, crouching, and reaching.

Please note this job description does not constitute a contract of employment and is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Windward Life Care reserves the right to modify job duties or job descriptions at any time.

**CERTIFICATION OF APPLICANT:**

I fully understand this description and acknowledge that it may be revised by my employer at anytime. I represent I am fully qualified to perform the position described and can, with or without reasonable accommodations, perform the essential functions.

Please list any accommodation necessary to enable you to perform the essential functions of this position:

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I understand any misrepresentation, falsification, or material omission of information in this certification or my employment application may result in denial of employment or my immediate dismissal from employment.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_