



POSITION DESCRIPTION

Home Care Aide	
Department: Home Care Services	Status: Regular Full-time, Non-Exempt
Reports to: HCS Supervisor	Last Reviewed: March 2023
Titles reporting to this role: None	Next Review Date:

Position Summary:

This position provides in-home care services to older adults, according to established plans of care and in accordance with the Illinois Department on Aging (IDOA).

Under the supervision of an assigned supervisor, provides assistance with activities of daily living and personal care including bathing, grooming, grocery shopping and other essential errands; performing routine housekeeping and laundry; assisting with meal planning and meal preparation, and providing self-administered medication reminders

Essential Duties and Responsibilities

Include the following, other duties as assigned:

Participant Service Delivery

Provides in-home care services, according to participants' personalized plans of care. Assists with meal planning and engages in meal preparation, as needed. Performs routine, light housekeeping such as: making and changing beds, dusting, washing dishes, vacuuming/sweeping, cleaning/mopping floors, cleaning kitchen and bathroom, and doing laundry. Performs/assists participants with local grocery shopping and/or other essential errands; including maintaining all required receipts and documentation. Provides self-administered medication reminders: reminding the participant to take his/her medication; reading instructions for utilization; uncapping medication containers and providing the proper liquid and utensil in which to take medication.

Assists with personal care tasks such as assisting with shaving, shampooing/brushing/combing hair, bathing/showering or sponge bathing, dressing, oral hygiene/teeth or denture cleaning, preparation of appropriate supplies, transferring participants, and assists participants with range of motion needs.

Assists with and follows written, special diet plans and reinforces dietary recommendations as indicated by the plan of care and/or by the primary physician. Accompanies participants to appointments via public transportation or other community sources (e.g. taxicab, Lyft, Uber, or Mediacar), if required by the established plan of care.

Maintains service schedule record /daily calendars, as required. Monitors participants' progress, including any concerns, changes or issues regarding the participant's emotional, cognitive or physical functioning, to ensure the participant's ongoing safety and well-being. Reports any/all relevant concerns, changes or issues related to the participants' safety and wellbeing, their home environment or life situation to the assigned supervisor in a timely manner. Informs the assigned supervisor immediately of any situation that affects participants' service delivery, including obtaining prior approval from assigned supervisor regarding any changes in a participant's plan of care or service schedule.

Maintains positive and professional relationships with assigned participants and their families. Maintains the confidentiality of participants' medical and personal information at all times.

May be required to perform other duties, as assigned by a supervisor or director.

Performance & Quality Management

Is actively involved and knowledgeable of the agency's Performance Quality Improvement process and supports PQI activities. Incorporates the agency mission, philosophy, and core values into daily work and decision-making. Adheres to agency policies and procedures. Adheres to the agency's Universal Precaution and Exposure Control Plan policy, including handwashing before and after performing any service to participants. Adheres to the agency's Mandated Reporting policy and reports any concerns regarding older adult abuse or neglect.

Promptly reports situations that pose a threat to staff, participants or agency, according to the agency's Incident / Accident Reporting procedures and IDOA Critical Event Reporting procedures.

Actively participates in all staff meetings, monthly in-service training and regular individual supervision with an assigned supervisor. Submits personal time sheets and is accountable for daily activities within the allowable activities approved by the agency.

General Requirements:

Must be at least 18 years of age. Sensitivity to cultural diversity is required. Will be subject to drug and alcohol screening, as well as aptitude and skills testing. To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to perform the essential functions. Must have a basic knowledge of home management skills.

Education/Experience:

A minimum of high school diploma or general education diploma (GED) strongly preferred; at least one year of documented experience in working as a homemaker or caregiver or childcare required; experience working with the older adult population is also preferred. Must be willing to complete 24 hours of initial pre-service training and 12 hours of ongoing in-service training annually thereafter, provided by the agency.

Technology Requirements:

Must have/utilize a Smartphone including but not limited to: iPhone, Android, Blackberry, Google and Windows phones to adequately use software applications essential to the HCS program. Flip phones and Tablets including iPad and Android are not allowed. As requested, will be required to download and access specific business-related applications used for daily operations within the Home Care Services program. HCS Use of Mobile Phones policy will be provided.

Language Skills:

Bilingual in Spanish and English strongly preferred.

Computer Literacy & Knowledge Skills Abilities:

Basic computer skills preferred.

Mathematical Skills:

Must possess basic math skills in adding and subtraction.

Operating Environment and Working Relationships:

Ability to work independently, as needed. Interacts regularly with HCS colleagues, participants, supervisors, and participants' families. Must demonstrate tact, professional composure and diplomacy when interacting with others. Must work collaboratively with diverse populations. Must

demonstrate patience and a positive, supportive demeanor when engaging with HCS participants, including those with higher levels of need, cognitive limitations or agitated behavior.

Decision Making Authority:

Under the guidance of an assigned supervisor, must demonstrate the ability to work independently in executing tasks, utilizing good judgment and sound decision-making; must demonstrate discernment regarding issues or situations, which warrant supervisory attention.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, talk and hear. The employee frequently is required to use hands. Must be able to lift and carry 25lbs.

Other Requirements:

Must be willing and able to travel to various locations within Chicago and surrounding areas, as needed.

As needed, must be willing to work a flexible schedule, including several observed holidays, as well as some evenings or weekends, in accordance with participants' plans of care.

Must possess good interpersonal skills and an ability to interact collaboratively with others.

Must demonstrate effective and respectful communication skills.

People Management:

This position does not provide supervision to others.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Disclaimer:

The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. The content of this job description is not intended to be constructed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position.

I acknowledge and understand that:

Receipt of the position description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.

- The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, I know of no limitations which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.
- Job duties, tasks, work hours and work requirements may be changed at any time.

Employee Signature/ Firma de Empleado: _____

Date/ Fecha: _____

