

POSITION DESCRIPTION



Title: Home Care Aide

Department:
Home Care Services

Exemption Status:
Non-Exempt

Reports to:
HCS Supervisor

Last Revised:
February 2020

Titles Reporting to Job:
N/A

Last Reviewed:
February 2020

Position Summary:

This position provides in-home care services to older adults, according to their established plans of care, and in accordance with the Illinois Department on Aging (IDOA) Administrative Code, Title 89: Social Services Chapter II: Department on Aging Part 240 Community Care Program, In-Home Services.

Under the direction of an assigned supervisor, the Home Care Aide performs or provides assistance with activities of daily living and personal care including bathing, grooming, assistance with grocery shopping and other essential errands; performing routine housekeeping and laundry; assisting with meal planning and meal preparation, and providing self-administered medication reminders. Must be willing and able to travel to various locations within Chicago and surrounding areas, as needed.

Essential Duties and Responsibilities:

Agency:

1. Nurtures positive and collaborative working relationships with other Agency staff as well as outside providers.
2. Implements the Agency mission, philosophy, core values to direct daily work and decision-making, adhering to agency policy.
3. Cultivates a professional and respectful work environment.
4. Is actively involved and knowledgeable of the Agency's Performance Quality Improvement process.
5. Approves time sheets and ensures compliance with Agency and funder guidelines.
6. Accountable for daily activities within the allowable activities approved by the Agency.

Essential Duties:

Include the following, other duties as assigned:

1. Responsible for maintaining a positive and professional relationship with participants, in order to support their independence and a high quality of life, as much as possible.
2. Provides in-home care services, according to participants' established plans of care.
3. Assists with meal planning and engages in meal preparation, as needed.
4. Performs routine and/or light housekeeping (e.g. making and changing beds, dusting, washing dishes, vacuuming/sweeping, cleaning/mopping floors, cleaning kitchen and bathroom, and doing laundry).
5. Performs/assists participants with local grocery shopping and/or other essential errands; including maintaining all required receipts and documentation.

Position Description

Title: Home Care Aide February 2020

Department: Home Care Services



6. 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.
7. Assists with personal care tasks (e.g. assists with shaving, shampooing/brushing/combing hair, shower/tub, or sponge bathing, dressing, oral hygiene/teeth or denture cleaning, preparation of appropriate supplies, transferring participant, and assisting participant with range of motion needs.
8. 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.
9. Accompanies participants to appointments via public transportation or other community sources (e.g. taxi cab, Lyft, Uber, or Medi-car), if required by the established plan of care.
10. Maintains service schedule record /daily calendars, as required.
11. 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.
12. 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.
13. Actively participates in all staff meetings, monthly in-service training and regular individual supervision with an assigned supervisor.
14. Must inform the assigned supervisor immediately, of any situation that affects participants' service delivery, including obtaining prior approval from assigned supervisor regarding any changes to be made in a participant's established plan of care and/or service schedule.
15. Adheres to the agency's Universal Precaution and Exposure Control Plan policy, including handwashing before and after performing any service to participants.
16. Adheres to the agency's Incident Management Protocol, including informing the assigned supervisor of any unusual occurrences or incidents related to staff, participants or their caregivers.
17. Adheres to the agency's Mandated Reporting policy and reports any concerns regarding older adult abuse or neglect.
18. Maintains the confidentiality of participants' medical and personal information at all times.
19. Must be willing to work a flexible schedule, when needed. May be required to work evenings and weekends, as well as holidays.
20. May be required to perform other duties, as assigned by a supervisor or director.

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.

Position Description Title: Home Care Aide February 2020 Department: Home Care Services	
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Language Skills:

Must be bilingual (English & Spanish), unless assigned as a family/preferred worker; good oral and written communication skills. Ability to read, write and comprehend instructions, short correspondence and memos including documents such as safety rules, training curriculum, and program or agency manuals.

Computer Literacy & Knowledge Skills Abilities:

Basic computer skills preferred.

Mathematical Skills:

Must possess basic math skills in adding and subtraction. Understanding whole numbers and whole number operations.

Operating Environment and Working Relationships:

Ability to work independently, as needed. The Home Care Aide interacts regularly with HCS colleagues, participants, supervisors, participants’ families and other staff throughout the agency. Must develop and maintain positive, respectful and professional relationships with others at all times. 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. Must promote and help maintain a congenial work environment within HCS.

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 stand for long periods, possibly up to 8 hours daily/ intermittently. Must be physically able to stoop and bend without physical difficulty. The employee is also expected to be able to climb up and down stairs regularly, without physical difficulty. Must be able to talk with and hear participants and is frequently required to use their hands. Must be able to push, pull and lift a minimum of 50 pounds.

Other Requirements:

Must be willing to work evenings and weekends in accordance with participants’ plans of care, as well as several observed holidays when needed.

Able to work a flexible schedule.

Must be willing and able to travel long distances, including travel to various locations within Chicago and surrounding areas, if necessary.

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

Must demonstrate effective and respectful communication skills.

Ability to comprehend oral and written communication and to follow-through on assigned tasks/directives in a timely manner.

Position Description Title: Home Care Aide February 2020 Department: Home Care Services	
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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. Work environment involves service provision within the community and in the homes of older adults and/or their families. The noise and activity level may vary, depending on different home environments and the assigned plan of care activities.

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 position 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: _____