

HomeCare

Management Corporation

Job Description for In-Home Aide

Primary Purpose of In-Home Services Division: The In-Home Service Division of HomeCare primarily seeks to provide high-quality; economical in-home aide services to disabled people so that they may remain safely in their homes and not have to live in institutions.

Primary Purpose of Position: In-Home Aides provide home management and personal care to disabled clients in the client's homes.

Experience, Education and Competency Requirements: There are three levels of In-Home Aide services provided by this company. For Levels I and II, a high school degree and two years of paid or voluntary experience in caring for disabled people is the preferred qualification level. Competency to do tasks assigned must be demonstrated and verified by an R.N. For Level III, employees must meet the N.C. Board of Nursing's competency requirements and be registered as a Nurse Aide I in the N.C. Nurse Aide Registry at the Division of Facility Services. In order to perform certain Level III tasks, an employee must be on the N.C. Nurse Aide Registry as a Nurse Aide II or have special training and Board of Nursing approval. All employees must have a valid N.C. Driver's license.

Organizational Relationship: In-Home Aides are employed in the field and are supervised by a Registered Nurse, a Social Worker, or an experienced CNA whose immediate supervisor is a Registered Nurse or Social Worker. All Level III personal care is supervised by a nurse or CNA. The supervisors are responsible to the agency director.

Work Schedules: Usually, schedules are seven or eight hour shifts, weekdays. However, any schedule can be available, including part-time, late shifts, live-in and weekends.

Responsibilities and Duties: Employees are given a detailed Activities Plan for Home Management and Personal Care with each assignment. Examples of Level I service include: sweep, vacuum, wash dishes, identify medications for client, and make an unoccupied bed. Level II examples include: perform reading and writing tasks, plan menus, assist with mobility and toileting, assist with personal hygiene and dressing, and observe, record and report self-administered medications. Level III examples include: teach and reinforce home safety, housekeeping methods, sanitation skills, personal hygiene, and infection controls in the home, give bed bath, make unoccupied bed, change non-sterile dressings, provide perineal care, and take and record temperature, pulse, respirations, and blood pressure. (Complete task list by level available.)

Accuracy Required, Consequence of Error: Medicine identification and personal care tasks must be extremely accurate. Error could lead to physical harm to a client.

Physical Effort: Must be able to perform the basic life support function of walking, climbing, balancing, stooping, fingering, grasping, feeling, talking, hearing and seeing. Must be able to perform work which includes exerting up to 50 pounds of force occasionally and/or up to 10 pounds of force constantly to move objects or aid client mobility.

CERTIFICATION BY EMPLOYEE: I certify by signature that I have reviewed this position description, that it is complete and accurate, and that I have been informed and am aware of all my job responsibilities and duties.

Signature

Date