

HOME HEALTH AIDE/C.N.A. CAREGIVER

Job Description

POSITION PURPOSE: The Home Health Aide/C.N.A. Caregiver performs services for the client as necessary to maintain the personal care, comfort and safety of the client. The Home Health Aide/ C.N.A. Caregiver reports directly to the Executive Director

CLASSIFICATION: Hourly

HOURS OF WORK: Part time, temporary employment that is dependent on the needs of the clients. Hours are not guaranteed on an hourly or weekly basis. Twenty-four hour assignments with time spent sleeping require an "Agreement Concerning Sleep Time."

PRINCIPAL ACCOUNTABILITIES:

- Understand and adhere to information and precautions contained in individual client's Assessment and Care Plan.
- Assist the client with personal care activities (as indicated on the Care Plan) including: bathing, skin care, back rub, hair care, dressing and undressing, feeding, oral hygiene, grooming and bedtime care.
- Assist the client to the bathroom or in use of urinal or bedpan. Keep incontinent clients clean and dry.
- Assist the client with client's self-administration of medications (training certificate required).
- Assist the client with personal communication skills, as needed.
- Prepare appropriate documentation of the client care or service(s) furnished (daily logs, notes, etc.) and, if instructed, clock in/out of all shifts using telephony system.
- Report all client and employee incidents/accidents to office staff immediately. Complete Incident Report and return to office ASAP. Report all client hospitalizations as soon as caregiver becomes aware of it.
- Assist the client with exercise, ambulation and transfer activities. Be aware of proper body mechanics.
- Observe safety precautions including: wiping up wet floors, spills and other falling hazards immediately. Also report safety hazards, frayed electrical cords, unsecured handrails, malfunctioning smoke and carbon monoxide detectors/alarms, defective equipment or environmental hazards to office staff on the same day of observation.
- Engage in respectful social interaction with client, including friendly conversation and empathic support, as well as, respecting client's privacy and property.
- Exhibit positive attitude and behavior and demonstrate respect for clients.
- Maintain absolute confidentiality of all information pertaining to clients, including clients' families.
- Respond and attend to client's requests promptly, and proactively seek out and anticipate client needs.
- Communicate effectively with client, members of client's family and all members of the Visiting Angels team.
- Maintain proper hand washing and sanitary techniques, including the use of gloves where appropriate.
- Participate in required in-service training programs to meet regulatory requirements.
- Understand the importance of seeking assistance, as needed, from your supervisor and/or others; demonstrate capability and dependability in following instructions.
- Understand that regular, consistent, on-time attendance is necessary to serve clients.
- Accept and fulfill assignments with the Agency; exercise judgment in accepting assignments.

- Perform related duties and responsibilities as deemed appropriate by the management team.
- Abide by all Florida State Statutes including, but not limited to, 59A-8, 59A-35, Chapter 400 Part III and Chapter 408 Part II.
- Perform light housekeeping services on behalf of the client.

SPECIFIC JOB KNOWLEDGE, SKILLS AND PERSONAL ABILITIES REQUIRED:

- Must be eighteen (18) years of age.
- Demonstrate empathetic and caring attitude toward others.
- Previous experience in private duty home care preferred.
- Ability to listen and communicate clearly, fluently and diplomatically, orally and in writing.
- Ability to remain flexible, resilient, calm and maintain a sense of humor; and present a well-groomed professional image.
- Ability to generate goodwill for the Agency with clients, their family members and other referral sources.
- Demonstrate a strong commitment to client service excellence.
- Ability to lawfully work in the U.S.

PHYSICAL/ENVIRONMENTAL DEMANDS:

- Sitting, standing, bending, reaching, stretching, stooping, walking, climbing stairs and moving intermittently during working hours.
- Must be able to lift at least 25 lbs.
- Must be able to see and hear or use prosthetics that will enable these senses to function adequately to ensure that the requirements of this position can be fully met.
- Must be able to properly operate office equipment if needed.
- Must be able to maintain verbal and written communication with co-workers, leadership team, supervisors, office staff, clients, family members, vendors and all business associates within or outside the Agency.
- All of the above demands are subject to ADA requirements.

Printed Name of Employee

Date

Signature of Employee

Date