

Senior Life Resources

N O R T H W E S T

Position: Home Care Provider
Reports to: Direct Care Supervisor, Area/Office Supervisor, Regional Supervisor
Classification: Non-exempt. (Note: Due to variables associated with client care this position does not guarantee full-time hours. They vary and may include up to 40 regular time hours in a week.)

GENERAL POSITION SUMMARY: Responsible for providing personal care services to individuals in their own homes.

ESSENTIAL FUNCTIONS

- Work independently to competently complete all client authorized hours/tasks which may include but not be limited to: meal preparation, ordinary housework, client transportation, dressing, special assistance with body care (per instructions), toileting, self-medication management, family care, shopping, personal hygiene, bathing, transfer, bed mobility, locomotion, telephone use, and wood supply
- Provide client services as scheduled and appropriately, report schedule changes to supervisor
- Observe and immediately report to supervisor changes in client's condition(s) to include but not be limited to weakness, confusion, loss of appetite
- Observe and immediately report to supervisor any safety concerns or problem situations
- Maintain confidentiality of all service delivery and client information
- Maintain proper documentation for services performed, accurately complete service verification forms, and report daily client service hours to the ClearCare System
- Maintain required twice a month supervisory communication

SPECIFIC JOB SKILLS

- Ability to travel within service area utilizing insured personal vehicle
- Ability to read, write, speak and understand basic English
- Ability to understand client care plans (with or without the assistance of an interpreter) and competently carry out the client care plans
- Ability to follow instructions and work independently
- Ability to listen effectively and clearly communicate in an appropriate manner
- Ability to respond calmly and appropriately to all on-the-job situations, including emergencies
- Ability to demonstrate respect, professionalism and sensitivity to the needs of individuals.
- Willing and able to relate to individuals from all ethnic, racial, religious, or socioeconomic backgrounds

WORKING CONDITIONS

- This position requires physical effort as a part of the essential functions. Physical effort may involve: frequent standing, walking, pushing/pulling, bending and twisting at the waist, and bending at the knees; occasional sitting, driving, kneeling, squatting, and reaching above shoulder; seldom climbing of stairs and crawling; and, occasional lifting and carrying up to 25 pounds
- We provide client services 24 hours a day, 7 days a week. Hours will be scheduled based on your availability.

WORK HABITS

- Required work habits include regular scheduled attendance, punctuality, teamwork, initiative, flexibility, courtesy, dependability and professionalism

EDUCATION AND/OR EXPERIENCE/QUALIFICATIONS

- Proof of Valid Driver's License
- Proof of Automobile Insurance
- Must be at least 18 years of age (Verification required)

CONTINGENCY OF EMPLOYMENT

- Acceptable criminal history background check from fingerprints
- Acceptable driving record
- Required:

- Documented Certified Nursing Assistant (CNA), Certified Home Care Aide (HM) or other WA Dept. of Health approved certifications, licenses or training

OR

- Documented WA (Washington) employment as a long term care worker with a WA state licensed long term care provider during calendar year of 2011 or between January 1, 2012 and January 6, 2012, and completion of all WA State Department of Health certified training requirements for this noted time period. (Documentation may include pay stub and training certificates.)

OR

- Successfully complete required WA State Home Care Aide training and certification that includes:
 - 75 hours of initial training within the first 120 days of employment, including 5 hours of Orientation and Safety training prior to serving first client;
 - Submit WA State Department of Health Home Care Aide certification application, examination application and obtain certification within 200 days of hire date. Home care agency workers must renew their certification annually through Department of Health.
- Membership in Office and Professional Employees International Union (OPEIU), Local 8. (If bona fide religious tenets or teachings forbid labor union membership, equivalent membership dues can be paid to agree upon charity pursuant to CBA 3.1.)

Employee Acknowledgment

I have read and understand this job description and I acknowledge that it does not identify all tasks that may be expected, nor address the standards of performance that must be maintained for continuing employment.

Employee's Signature _____

Date _____