



JOB DESCRIPTION

Job Title: Geriatric Care Giver

Reports to: Manager, Day Center or Clinic, or
Director, Patient Services Home Care

Dept. Name: PACE CNY

FLSA Status: Non-exempt

Unit/Site: PACE CNY and
Loretto Geriatric Center Licensed
Healthcare Agency

Classification: Union

GENERAL SUMMARY

Overall responsibility for assisting participants with activities of daily living. Provides home health aide level tasks, personal care and/or homemaker services to participants in their homes, at the Day Center, or in the PACE Clinic. Assists with program activities in the Day Center and on recreational outings. Member of the Interdisciplinary Team.

PRINCIPAL DUTIES AND ESSENTIAL FUNCTIONS

Job duties specific to this position:

- Provides quality participant care and assistance with ADL's, IADL's and any other tasks as directed by the RN.
- Functions appropriately within the New York State Scope of Tasks.
- Observes for changes in participants' physical or emotional health and communicates the observation(s) to the participant's Case Manager. Appropriately utilizing the aide communication form.
- Performs medication supervision/remind/assist utilizing the 6 rights. Reports concerns regarding medications to the Case Manager.
- Documents timely and accurately all services provided on appropriate forms and signs and submits paperwork according to policy.
- Assists with spontaneous activities with participants such as games, puzzles, movies, etc.
- Order supplies (i.e. incontinence products) and coordinates delivery of supplies to participants' homes.
- Ensures that proper supplies are in the home (ie. thickened liquids, incontinence supplies, creams, etc.).
- Completes required in-service/education programs for a minimum of 12 hours per year including Corporate and PACE reorientations and fire safety. Attends biannual competency fairs and monthly staff meetings.
- Performs other care related duties as assigned.
- Understands and promotes Person Centered Care.
- Demonstrates effective communication skills while working cooperatively with Home Care staff.
- Adheres to service excellence by developing and maintaining positive respectful relationships with all customers, internal and external, to include participants, families, team members, all staff throughout the organization and community partners; performs responsibilities according to the highest quality standards.



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- Displays compliance oriented behavior in the workplace. Is responsible for promoting and fostering compliance in the workplace. Adheres to the mission and philosophy of PACE CNY and the Loretto Corporation.
- Demonstrates knowledge of PACE/D&TC Emergency Preparedness Plan and can verbalize their role during an event.

Job expectations for all Loretto employees:

- Promotes and role models the mission, values, vision and strategic goals of Loretto in all interactions with staff, peers, residents, family members, vendors and visitors. Treats people with dignity, professionalism and kindness.
- Demonstrates excellent internal and external customer service skills such as friendly greeting, making eye contact, listening attentively, responding in a timely manner, showing respect and empathy and acting as a role model for staff and peers.
- Demonstrates excellent work attendance, reliability and work ethics. Arrives at facility on time for assigned shift and prepared to work.
- Attends and actively participates in required meetings and training sessions including reorientation.
- Complies with established policies, procedures, and codes of conduct at all times (e.g., dress code policy).
- Adheres to all health and safety requirements, regulations, policies and procedures.
- Practices and teaches safety awareness. Identifies and reports or corrects any possible safety or environmental issues.
- Understands all HIPAA and other compliance & regulatory requirements associated with their role, including completion of required internal or external training/certifications.
- Performs a variety of related duties as assigned.

QUALIFICATIONS

- High school diploma, GED, or ability to pass a written TABE test required.
- Current certification as a Home Health Aide necessary.
- One (1) to two (2) years' prior experience as a homemaker, PCA, or HHA working with an elderly population preferred.
- Demonstrated caring attitude toward elderly participants.
- Manual dexterity.
- A valid New York State Driver's License AND access to reliable transportation is required for some community based positions.
- Demonstrated ability to interact with participants, family members, staff members and general public.

PHYSICAL REQUIREMENTS

FUNCTION	FREQUENCY	FUNCTION	FREQUENCY
Sitting	Occasionally	Bed operation	Occasionally
Standing	Frequently	Stepping up/down	Occasionally
Walking	Frequently	Lifting 0-10 pounds	Frequently
Stair climbing	Occasionally	Lifting 11-25 pounds	Occasionally
Balancing	Frequently	Lifting 26-35 pounds	Occasionally



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Squatting	Occasionally	Lifting 36-50 pounds	Occasionally
Reaching forward	Frequently	Push force up to 30 pounds	Frequently
Reaching overhead	Occasionally	Pull force up to 25 pounds	Occasionally
Forward bending	Frequently	Carrying 0-10 pounds	Frequently
Sustained bending	Frequently	Carrying 11-25 pounds	Occasionally
Kneeling	Occasionally		

For more detailed information on the physical requirements, please refer to the functional job description.

ENVIRONMENTAL CONDITIONS

The Geriatric Caregivers are subject to exposure to odors, medical wastes, disease and unsanitary conditions.

EMPLOYER'S DISCLAIMER

- Non-essential job functions are subject to possible modification where necessary to reasonably accommodate qualified individuals with disabilities.
- This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. Loretto reserves the right to modify position duties at any time, to reflect process improvements and business necessity.
- This document does not create an employment contract, implied or otherwise.

EMPLOYEE ACKNOWLEDGMENT

Employee Name: _____

Date: _____

(Please Print)

Employee Signature: _____

Reviewed/Revised:	
Updated: 06/02	
Revised: 04/16	
Date reviewed/revised: 12/18/2018	By: Karen Anthony
Date reviewed/revised:	By: