



Job Description Certified Caregiver – PCA II/ HHA

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| BUSINESS UNIT – DOMAIN: | Comfort Keepers | |
| DEPARTMENT: | Company Operations/Nursing | |
| JOB TITLE: | Caregiver – (Personal Care Aide II/ Home Health Aide) | |
| CURRENT JOB HOLDER: | | Date: __/__/__ |
| IMMEDIATE MANAGER: | Nurse Case Manager/ Director of Patient Services | |
| Number of employees managed: | N/A | |
| JOB CLASSIFICATION: | Non-Exempt | |

JOB SUMMARY

Responsible for non-medical, in-home support services which provide for the comfort, safety, and general supervision of clients as well as home management services. Provides companionship to those individuals requiring socialization and/or hands-on care to client as needed (such as bathing, dressing and assisting with ambulation) to assure a safe, protected, clean and orderly environment.

QUALIFICATIONS

High school diploma or GED preferred. Must demonstrate satisfactory completion of an accredited and approved New York State training program for a Personal Care Aide II or Home Health Aide.

Applicant must be bondable and meet or exceed minimum qualifications for each of the following background checks: Criminal Background Investigation, Motor Vehicle Driving Record, Professional and Personal Reference Checks, and give permission to submit to random drug and alcohol testing. Must have reliable transportation and fulfill assignments within Onondaga County with reliability and punctuality. Must have a valid driver's license and automobile insurance.

Must satisfactorily complete Comfort Keepers training and orientation program. Must accept responsibility for learning and adhering to Comfort Keepers policies and procedures, be able to function in the home setting with minimal direct supervision and maintain satisfactory relationships with administrative staff, clients, and family members. Must be genuinely concerned about helping people and have high standards of honesty and integrity.

Must be available and willing to work hourly shifts ranging from a minimum of 3 hours to a maximum of 12 hours per day and be able to work anywhere in Onondaga county. Applicant must be available and willing to work every other weekend and hours as outlined in the Availability Form (availability may only be changed no sooner than every ninety (90) days and is subject to approval of Comfort Keepers Administration Staff based on current staffing needs).

ESSENTIAL FUNCTIONS

- Provides general attention to clients' non-medical needs in accordance with their established Plan of Care.
- Assists the client with activities of daily living by providing any of the Comfort Keepers approved personal care activities including, but not limited to: bathing, dressing, toileting, grooming, oral hygiene, and/or ambulation.
- Provides for a clean, safe, and healthy environment for clients and family members.
- Provides light housekeeping tasks including laundering of client's garments and linens and changing the bed.
- Pet care limited to feeding and enabling pet to exit the house safely under the supervision of client.
- Water plants as needed.

- Assists in meeting nutritional needs by providing meal planning, meal preparation, grocery shopping, dishes, and kitchen clean-up.
- Reminds client to take self-administered medications.
- Observes and reports any changes in the client's mental, physical, or emotional condition or home situation to immediate supervisor in a timely manner.
- Establishes and maintains effective communication and a professional relationship with clients, family members, and co-workers.
- Participates in in-service and continuing education programs, staff meetings, and client conferences as requested by immediate supervisor.
- Practices within the PCAII/ HHA Scope of Tasks as outlined by the NYS DOH (refer to the matrix HHA book in nursing office).
- **Completes required documentation of services delivered and submits to office in a timely manner according to policy.**
- **Clocks in and out of cases accurately using their badge and the time keeping system to record their time worked.**
- Maintains confidentiality regarding client information.
- Other reasonable related duties as assigned.

KNOWLEDGE, SKILLS, & ABILITIES

- Must be able to follow verbal and written instructions and document services provided.
- Ability to speak clearly so others can understand.
- Excellent interpersonal abilities by being able to give full attention to what others are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Evidence of the practice of a high level of confidentiality.
- Actively looks for ways to help others.
- Strong organizational skills and adjusting actions in relations to others.

WORK ENVIRONMENT

Client home setting/facility/hospital and automobile. Contact with blood or other body fluids may pose a risk for exposure to blood borne pathogens and infectious diseases.

POSITION PHYSICAL DEMANDS

The work requires moderate physical exertion on a regular and recurring basis, such as driving, assisting clients in transfer activities and ambulation, and light housekeeping. Regularly required to stand, sit, walk, talk, hear, see, reach, kneel, and crouch. Lifting only up to 25 pounds is permitted and may be required.

ACKNOWLEDGEMENT

I, _____, acknowledge receipt and understanding of this job description, I realize that this reflects a general list of responsibilities of the position, as well as a general description of the working environment and physical demands of the position I have accepted. I also understand that if I am found to be non-compliant with this job description or any of Comfort Keepers policies and procedures, it is grounds for disciplinary action up to and including termination of employment with Comfort Keepers.

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| Signature: | | Date: | |
| Name & Title: | | | |
| Administrative Witness: | | | |