

Job Description

Home Health Aide/Caregiver

GENERAL DESCRIPTION OF RESPONSIBILITIES

Caregiver may perform following list of general duties as required by HWS policies and procedures for the assistance with personal care and activities for daily living. She/he functions under the direction, instruction, and supervision of the Agency Manager/Supervisor.

DUTIES:

1. Home services workers shall regularly observe clients' functioning and promptly report any changes or concerns to their supervisor, employer, or to a person designated by the client.
2. Observations should encompass physical, mental, and emotional well-being, as well as any changes in the client's environment that may affect their health or safety.
3. Home services workers may assist clients with household chores, including cooking and meal preparation, cleaning, and laundry, based on the client's needs and service plan.
4. Assistance with household chores should be provided in a manner that promotes the client's independence and dignity.
5. Home services workers may assist clients in completing activities such as shopping and appointments outside of the home, ensuring the client's safety and well-being throughout the process.
6. Transportation assistance may also be provided as needed, adhering to Highland Wood Home Services' policies and procedures regarding transportation services and based on the service plan.
7. Home services workers shall provide companionship to clients, engaging in meaningful interactions and activities to promote socialization and mental stimulation.
8. Home services workers shall maintain accurate and timely records documenting the services provided to each client.
9. Records should include details such as the date and duration of service, tasks performed, observations made, any changes in the client's condition, and any other relevant information.
10. Assistance with activities of daily living and personal care including but not limited to:
 - Bathing and grooming
 - Dressing and undressing
 - Toileting and incontinence care
 - Mobility assistance
 - Medication reminders
 - Assistance with daily activities and personal care tasks shall be provided with respect for the client's privacy, dignity, and autonomy.

CRITICAL DEMANDS

- Visual/hearing ability sufficient to comprehend written/verbal communication.
- Ability to perform tasks involving physical activity, which may include heavy lifting and extensive bending and standing.
- Has emotional and mental maturity necessary for establishing and maintaining a good working relationship with the client/family/caregivers and Agency personnel.

QUALIFICATIONS

- A High School diploma or general education diploma; or One (1) year of employment in a comparable human service capacity or experience in care for a dependent child or adult family member; or demonstration of continued progress towards meeting the educational requirement of a general education diploma by current registration and evidence of successful completion of course work (successful completion means achievement of a grade of "C" or higher)
- Must be 18 years of age or older.
- Is approved on the IDPH Health Care Worker Registry to work as an In-Home Services Worker.

AGREEMENT

I understand the Job Description for the In-Home Services Worker/Homecare Aide. I can perform all the functions described in the following areas: GENERAL DESCRIPTION OF RESPONSIBILITIES, DUTIES, and CRITICAL DEMANDS. Furthermore, I meet all requirements in the QUALIFICATIONS list.

Applicant's Full Name: _____

Applicant's Signature: _____

Date: _____