



HOME SERVICE WORKER RESPONSIBILITIES

Highland Wood Home Services (HWS) is a Home Services Agency licensed by the Illinois Department of Public Health. HWS home service worker provides non-medical home services in accordance with the rules and regulations of the Home Health, Home Services and Home Nursing Agency Code (77 Ill. Adm. Code 245). HWS home services are intended to enable the Client to remain safely, comfortably, and independently in his or her own personal residence.

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. HWS would be happy to discuss any Client specific questions you may have about the services HWS caregivers may provide.

1. Assistance with household chores, including but not limited to, meal preparation, cooking, light housekeeping, changing linens, and laundry.
2. Assistance with shopping, escorting to and from appointments and other engagements outside of the home.
3. Completion of caregiver time sheets and documenting each of the services provided at each visit. Check-in and check-out for arrival to and timely departure from shift.
4. Observation of client functioning and reporting changes to a HWS Supervisor or to a person designated by the Client, including changes in functional ability and mental status demonstrated by the Client. Remind medication, including monitoring of heart rate, blood pressure, temperature, and weight.
5. Companionship.
6. Assistance with activities of daily living and personal care as follows:
 - a. **Bathing** including assistance in the shower/tub provided the client does not have any medical skin care needs before, during, or after bathing. Assistance with a bed bath may be provided if the caregiver is trained and competency evaluated on the ability to employ the methods required to perform a bed bath. The Client or Client's representative shall be able to participate in or direct the bathing process and provide ongoing feedback to the caregiver.
 - b. **Skin Care** can be performed by home service worker when the skin is unbroken, and when any chronic skin problems are not active. Skin care may include the application of non-medicated lotion and solutions.
 - c. **Hair Care** appearance and maintenance including shampooing with a non-prescription shampoo, drying, combing, and styling.
 - d. **Mouth Care** for basic denture care and oral hygiene for conscious clients can be performed.
 - e. **Nail Care** may include soaking of nails, pushing back the cuticles without any utensils and filing nails.
 - f. **Dressing** clients in ordinary clothing or support stockings that can be purchased without a physician's prescription.
 - g. **Exercise** including encouragement of normal bodily movement, as tolerated, on the part of the client and encouragement with a prescribed exercise program.
 - h. **Feeding** if the client can independently swallow and be positioned upright.
 - i. **Ambulation** provided the client has been professionally trained in the proper use of any adaptive equipment such as walkers, canes, and wheelchairs.