

### Job Description

Position: **In-home Care Aide**

### Job Summary

The in-home care aide is a member of the health care team who will work directly under the supervision of the registered nurse (RN) and provide various services for the client. The majority of the duties will be assistance with personal care and activities of daily living which involves "Partial" hands on care and physical support with minimal guided maneuvering of limbs or weight bearing assistance.

### Qualifications

- Must have worked in health care under supervision of an RN, and developed skills necessary to deliver personal care assistance. Must be at least eighteen (18) years of age and have a minimum of a High School Diploma, unless exceptions are made. Alternative Healthcare prefers the applicant to have at least one year of experience in the healthcare profession and must have two (2) satisfactory references from previous employers.
- Must display good emotional health and be able to physically tolerate much standing, bending, stooping, and heavy lifting within guidelines and teaching provided by the state of North Carolina
- Must be able to read, follow writing instructions, and **Document** the care given.
- Should demonstrate flexibility in acceptance of assignments and a cooperative attitude toward providing services. Must meet all agency requirement.

### General Duties and Responsibilities

In-home care aides performs only under the supervision of a RN who has provided written instruction for client care (Home Care Plan).

- Assists client in all activities of daily living/hygiene assistance, bathing, grooming, linen changes, and so forth. (As documented in the Plan of Care)
- Prepares nutritious meals within the client's diet and assists client with eating when necessary.
- Performs light housekeeping chores, which facilitates client's self-care in the home.
- Assists client in bathroom, with the use of the bedpan, and performs incontinence care.
- Answers client's calls and attends to their requests promptly.
- Meets the safety needs of the client and uses equipment safely and properly.
- Completes records and carries out all assignments as required. (Submitting correctly completed timesheets weekly.)
- May not be assigned to receive or reduce to writing orders from a physician.
- Notifies RN Supervisor or Field RN of any acute or pertinent changes in a client's condition.
- Communicates availability to work to the Scheduler and/or Director on a weekly basis or as required.
- Maintains confidentiality regarding the client's condition and his/her family, with the exception of the agency.
- Performs all skills and procedures competently, and within the regulations and licensing laws of the state of NC, other applicable federal and state laws, and agency policies.

This job description represents a list of the duties and responsibilities, and gives examples of the variety and general nature of this position for In-home care aide. It is not intended that this description include all duties required to perform this position, nor is it intended that related duties may not be required. The applicant may be assigned a client who requires services which are at the level of companionship and housekeeping only. In that event, the duties *below*, including the non-personal care tasks above will apply:

- Provide only non-personal care to the client
- Provides continuous companionship for the client while on duty
- Assists the client to live in a clean, healthy, and safe environment
- Observes the client for general physical, emotional, and mental conditions, and reports all changes in condition.
- Keeps appropriate records of all activity while in the client's home.
- Provides a sense of security for the client and protects the client as much as possible from any harm resulting from the debilitating effects of his or her illness.
- Assists clients as needed, excluding medical care.

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|----------------------|------|
| Employee's Signature | Date |
| RN Signature         | Date |

**DO NOT WRITE BELOW. For Office Use Only.**

Last Name \_\_\_\_\_ Date Hired \_\_\_\_\_